



# ***US ARMY FINANCIAL MANAGEMENT COMMAND***

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# Paying Agent Operations for Disbursing Personnel

United States Army Financial Management Command  
Operational Support Team

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# AGENDA

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■ **Action, Condition, Standard**

■ **Regulations and Forms**

■ **Policy**

■ **Paying Agent**

■ **Appointment Orders**

■ **Field Ordering Officer**

■ **Paying Agent**

■ **Types of Funds**

■ **Creating a Vendor (OMA PA) in GFEBS  
(XK01)**

■ **Viewing and Changing a Vendor in GFEBS  
(XK03)**

■ **View Commitment and Obligation in GFEBS  
(FMZ3)**

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# AGENDA

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## **# Advancing A Paying Agent (DDS)**

## **# Clearing A Paying Agent**

- **SF 44 Examples**
  - **Loss of Funds**
  - **Steps to Clearing a Paying Agent Overview**
  - **Documents Needed to Clear Various Types of Funds**
  - **Recognizing and Preventing Spillage**
  - **Verify Commitment Status (OMA PA) in GFEBS (FMZ3)**
  - **Clearing in DDS**
  - **Creating the “Blocked” Invoice (OMA PA) in GFEBS (FB60)**
  - **Reversing a Vendor Invoice processed in GFEBS (FB08)**
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# ACTION, CONDITIONS, STANDARDS

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- **ACTION:** Advance and clear Paying Agents as a Disbursing Agent utilizing both manual procedures and the Deployable Disbursing System.
- **CONDITIONS:** You have a requirement to fund and clear Paying Agents using the Deployable Disbursing System (DDS), General Funds Enterprise Business System (GFEBS), the DoDFMR Volume 5, DDS Manual, local standard operating procedures, standard office supplies, and equipment.
- **STANDARD:** The students will have successfully conducted paying agent operations within DDS and receive a GO on the following actions:
  1. Properly validate appointment orders and PR&C.
  2. Identify differences between funds and payment types.
  3. Properly establish user IDs in DDS and GFEBS.
  4. Properly advance/clear agent funds both in DDS and GFEBS.



# POLICIES

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- # Federal Acquisition Regulation (FAR)
- # Defense Federal Acquisition Regulation (DFAR)
- # Department of Defense Financial Management Regulation, Vol. 5, Disbursing:
  - Chapter 2 Disbursing Offices, Officers, and Agents
  - Chapter 3 Keeping and Safeguarding Public Funds
  - Chapter 11 Disbursements
  - Chapter 12 Foreign Disbursing Operations
- # FMSC Policy Letter
- # Unit Commander's Guide to Paying Agents (July 2010)  
(Handbook 10-39)
- # FOO and Paying Agent Handbook (July 2009) (Handbook 09-16)





# APPOINTMENT OF PAYING AGENT

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- The following personnel are authorized to serve as a paying agent:
  - Commissioned or warrant officer
  - Noncommissioned officer in the grade of E-7 or above. (**Note:** Exception is permitted for the rank of E-6 with a waiver signed by an O-5 or higher, if personnel resources are limited.)
  - Department of Defense civilian
  - Coalition members (**Note:** Subject to continued Secretary of Defense approval and if internal controls are met to ensure the restitution of U.S. government funds if they are lost.)
- The battalion commander will appoint eligible individuals authorized as paying agents to be placed on written orders.
- An original DD Form 577, *Appointment/Termination Record-Authorized Signature*, appointing the paying agent must be signed by the battalion commander.
- The individual appointed as a paying agent must attend a paying agent training class and pass the certification test provided by the supporting financial management unit.
- For paying agents that will serve as a Commander's Emergency



# PAYING AGENT DUTIES AND RESPONSIBILITIES

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■ Paying agents are entrusted with large amounts of money that could be tempting to steal. Therefore, paying agents must follow specific guidelines such as those listed below.

■ Paying agents will:

- Only make purchases approved by the field ordering officer.
  - Receive a copy of the current paying agent instructions.
  - Receive a copy of Department of the Army Form 3953, *Purchase Request and Commitment*, showing how much the paying agent is authorized to spend.
  - Sign a memorandum stating they have been briefed and understand their duties and responsibilities. (Make sure this is always done, and keep a copy of the statement.)
  - Use funds for the purpose listed in orders.
  - Ensure the goods or services are immediately available.
  - Ensure the total single purchase payment for funds does not exceed \$25,000.00.
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# PAYING AGENT DUTIES AND RESPONSIBILITIES

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- Make payment directly to the seller/vendor, and get receipts for expenses.
- Maintain a ledger to track each payment made, and balance the ledger daily.
- Provide safeguard over funds and paid vouchers.
- Maintain positive contact with the disbursing agent.
- Ensure Standard Form 44, *Purchase-Invoice-Voucher*, is filled out properly.
- Make every effort to clear funds and documentation with the disbursing agent immediately after completing the paying agent mission or within 30 days; however, not later than 90 days (approved extensions may be granted by the disbursing officer [only] in exceptional circumstances).
- Clear the same financial management office that funded the paying agent, ensuring the payment documents and/or funds remaining balance with the total funds received.
- Immediately suspend operations and notify the disbursing agent if





# PAYING AGENT DUTIES AND RESPONSIBILITIES

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- Balance daily and/or after each transaction.
- Review and become familiar with paying agent memorandums of instruction, standing operating procedures (SOPs), and applicable regulations.
- Contact the disbursing officer every 30 days, either to clear the funds drawn or to request another 30-day extension:
  - **Extensions are granted, upon request, up to 90 days.**
  - **A paying agent will be terminated if he exceeds the allotted 90- day threshold.**
  - **The disbursing officer exclusively has the authority to grant extensions beyond 90 days; an extension does not ensure the paying agent will not be terminated.**



# PAYING AGENT DUTIES AND RESPONSIBILITIES

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## ■ Paying agents will not:

- Loan, use, invest, insure, or gamble public funds.
- Conduct business under duress.
- Mix government funds with personal funds (co-mingle).
- Entrust funds to any other person for any purpose other than what is specifically stated on appointment orders (ex., go on leave and give funds to another person).
- Delegate responsibility for government funds to anyone else, including financial institutions.
- Make payments in advance of receiving goods or services.
- Make split transactions/payments.
- Round up dollar amounts. (**Note:** This technique will not allow the paying agent to balance or clear.
- Keep funds for more than 30 days without contacting the disbursing agent to update status (should be every 30 days).





## Field Ordering Officer Orders

### Field Ordering Officer Appointment Orders Example

OFFICE SYMBOL

MEMORANDUM FOR Contracting Office, APO, AE 0000

**SUBJECT:** Request for Appointment of Field Ordering Off

1. Request that (Name), (SSN), be appointed as a field order missions in support of

2. The ordering officer will be required to purchase the following services:

**Note:** List the categories and/or classes of supplies separately purchase here.

3. Period of appointment:    Jan    through    Jan     
(expected redeployment date).

4. Each Standard Form 44 will not exceed \$25,000.00. Total exceed \$0.00 (enter the dollar amount equal to that of the D Form 3953).

5. Point of contact for this action is (name) at (phone number)

SIGNATURE BLOCK  
O-5 or above  
Commanding

### Commander's Acknowledgement Statement Example



DEPARTMENT OF THE ARMY  
AGENCY'S NAME  
AGENCY'S ADDRESS

OFFICE SYMBOL

DATE \_\_\_\_\_

MEMORANDUM FOR RECORD

SUBJECT: Commander's Acknowledgement Statement

1. I acknowledge that Paying Agents designated under my command will at no time make purchases or payments without prior approval from the FOO/PPO/Rewards POC/Certifying Official appointed over them.

2. I will ensure that Paying Agents under my command will contact their Disbursing Agent every 30 days and will clear all funds through their assigned Disbursing Agent NLT 90 days after having drawn the funds.

3. Paying Agents under my command leaving the theater of operations on R&R, emergency leave, at the end of their deployment or for any reason not listed will clear all funds through their assigned Disbursing Agent. At the end of their deployment Paying Agents will clear all funds in their possession 30 days prior to leaving the country.

4. POC for this memorandum is the undersigned at [INSERT CDR'S PHONE AND EMAIL]

CDR'S NAME  
RANK, BRANCH  
Commanding





# DOCUMENTS

## Paying Agent Orders

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE (Read Privacy Act Statement and instructions before completing form.)		
<b>PRIVACY ACT STATEMENT</b> <b>AUTHORITY:</b> E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officers and Certifying Officers. <b>PRINCIPAL PURPOSE(S):</b> To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds. <b>ROUTINE USE(S):</b> The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register. <b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may preclude appointment.		
<b>SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY</b>		
1. NAME (First, Middle Initial, Last) NAME OF SIGNATURE IN BLOCK 5	2. TITLE BN CDR/TEAM CHIEF	3. DOD COMPONENT/ORGANIZATION BN, BCT
4. DATE (YYYYMMDD) DATE	5. SIGNATURE BN CDR (O-5 OR ABOVE FOR OMA, OPFUNDS AND CLAIMS) TEAM CHIEF (O-4 OR ABOVE FOR TTIF ONLY)	
<b>SECTION II - TO: APPOINTEE</b>		
6. NAME (First, Middle Initial, Last) PAYING AGENT'S NAME	7. SSN PAYING AGENT'S SSN	8. TITLE PAYING AGENT
9. DOD COMPONENT/ORGANIZATION CO, BN, BCT	10. ADDRESS (Include ZIP Code) LOCATION OF UNIT (FOB & APO AE)	
11. TELEPHONE NUMBER (Include Area Code) DSN/VOIP	12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD) DATE	
13. POSITION TO WHICH APPOINTED (X one) <input type="checkbox"/> CERTIFYING OFFICER <input type="checkbox"/> ACCOUNTABLE OFFICIAL <input checked="" type="checkbox"/> OTHER (Specify) PAYING AGENT		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE: Under the provisions of DODFMR, Volume 5, para 020602, PAYING AGENT'S NAME, is appointed as paying agent to MAJ Norman B. Kirby, Commander, 24th Financial Management Company		
MAXIMUM ADVANCE: \$Dollar Amount		
SPECIAL INSTRUCTIONS: The Paying Agent is authorized to disburse funds for official government purchases in accordance with the regulations listed above in block 15. The Paying Agent will make authorized purchases using the Standard Form 44 or the DD 1351-6 (optional for multiple guard forces, rewards and detainee payments). The funds will not be entrusted to others or intermingled with other funds. The Paying Agent will receive a copy of all applicable regulations and will understand all instructions prior to drawing funds. Funds and paid vouchers must be secured at all times as required by DODFMR, Vol 5, Chapter 3.		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED: DoDFMR, Vol. 5, chapter 33; DFAS-IN Regulation 37-1, Chapter 40; DSOP #2-Paying Agent MOI (14Oct07); DSOP #9-Solution Payments (14Oct07); DSOP #16-CERP Payments (14Oct07); DSOP #17-Rewards Payments (14Oct07); MAAWS book (01June07)		
<b>SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT</b> I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.		
16. PRINTED NAME (First, Middle Initial, Last) PAYING AGENT'S NAME	17. SIGNATURE PAYING AGENT'S SIGNATURE	
<b>SECTION IV - TERMINATION OF APPOINTMENT</b>		
The appointment of the individual named above is hereby revoked.		18. EFFECTIVE DATE (YYYYMMDD)
19. APPOINTEE INITIALS		
20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

## CERTIFICATE OF TRAINING

Is presented To:

MICHAEL O. SCOTT

SFC

539TH MP BN

Has successfully completed the Certifying Officer  
Legislation (COL) on this date:  
20-Mar-13

SHERWOOD P. UNGER

SHERWOOD P. UNGER  
COL, AG

<https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.htm>

PA SIGNS



# DOCUMENTS

## Paying Agent Waiver Request (E-6)



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
INSERT YOUR COMMAND'S LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander 208<sup>th</sup> Financial Management Company Camp Liberty, Iraq

SUBJECT: Paying Agent Waiver Request

1. I (insert Battalion Commander's name) request a waiver for (insert Paying Agent's name) SSN: (insert SSN) to perform the assigned duties as a pay agent although (he/she) does not meet the rank requirements of an E-7 or above. (Insert Paying Agent's name) possesses the utmost integrity and has been fully briefed on the fiscal and ethical responsibilities of this appointment.

2. The point of contact for this memorandum is the undersigned at DSN (Commander's contact info).

COMMANDER NAME  
LTC, BRANCH  
Commanding



# TYPES OF FUNDS

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## ■ Commander's Emergency Response Program (CERP):

- CERP enables local commanders in Afghanistan and Iraq to respond with a nonlethal weapon to urgent, small-scale, humanitarian relief and reconstruction projects and services that immediately assist the indigenous population and that the local population or government can sustain. The DOD defines urgent as any chronic or acute inadequacy of an essential good or service that, in the judgment of the local commander, calls for immediate action. (Reminder: Prior coordination with the community leaders bodes for good will.)
- With most small-scale projects (less than \$500,000), CERP is a quick and effective method that provides an immediate, positive impact to the local population while other larger reconstruction projects are still getting off the ground. The keys to project selection are:
  - Execute quickly
  - Employ the local population
  - Benefit the local population
  - Be highly visible
- CERP rules, guidance, uses, non-uses, and responsibilities are available from the supporting resource management office (G8) and/or financial





# TYPES OF FUNDS

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## █ Operations and Maintenance, Army (OMA):

- OMA funds support preparations for and the conduct and sustainment of combat operations. Use of this type of fund may be used for payments for fuel, supplies, repair parts, maintenance, and minor construction.
- Requirements funded by OMA become accountable U.S. government property unless the requirement is a service contract (e.g., Logistics Civil Augmentation Program [LOGCAP]).
- Requirements that cost \$250,000 or more, automation/information technology, and select special interest items must be approved by a validation board.
- OMA rules, guidance, uses, non-uses, and responsibilities are available from the supporting resource management office (G8) and/or financial management unit.



# TYPES OF FUNDS

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## # Department of Defense Rewards Program:

- The DOD Rewards Program offers incentives for information and can be a remarkably effective tool in preempting enemy operations and denying sanctuary and weapons. It provides monetary, goods, or services rewards for information and other nonlethal assistance beneficial to force protection or operations against international terrorism.
- The DOD Rewards Program can pay for information leading to the arrest of wanted persons, locating weapons caches, and for information beneficial to military operations or activities of the armed forces against international terrorism or aiding in force protection. It is not an intelligence program and does not replace existing intelligence programs. The program's scope is limited to specific prenominations and preapproved categories in which reward payments are restricted to instances where information leads to the capture of wanted individuals or weapons.
- DOD Rewards Program rules, guidance, uses, non-uses, and responsibilities are available from the supporting resource management office (G8) and/or financial management unit.





# TYPES OF FUNDS

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## # Bulk Funds (Also known as “Unit” or “FOO” Funds) :

- These funds are primarily used by units to purchase mission-critical requirements that cannot otherwise be obtained by the unit through the higher headquarters’ logistical air or ground delivery resupply plan or through the Regional Contracting Center existing local contracts. FOO funds augment the existing supply plan and can fund items of less than \$25,000 on an as-needed basis. Information technology requirements must have Joint Communications Utilization Review Board approval prior to FOO execution. To mitigate unauthorized or improper purchases, FOOs must bring a list of planned purchases for approval by the resource manager supporting operations prior to purchasing these items.
- FOO funds rules, guidance, uses, non-uses, and responsibilities are available from the supporting resource management office (G8) and/or financial management unit.





# TYPES OF FUNDS

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## ■ *Shura (Operation Enduring Freedom Local Leader Engagements) Funds:*

- *Shura (Arabic for consultation) funds are not to extend courtesies to local leaders but rather to meet with local civic leaders to discuss recent events, diffuse potential unrest, and foster relations and stability with the local Afghan people.*
- *Provincial reconstruction teams and agribusiness development teams may meet with local leaders to conduct village reconstruction assessments, identify reconstruction projects, and coordinate the reconstruction process. Further, these events should not promote entertainment, mark a holiday, or dedicate a facility.*
- *The purpose is to give commanders the capability and flexibility to respect the local customs of serving customary refreshments and meals during meetings.*
- *Shura funds rules, guidance, uses, non-uses, and responsibilities are*



# TYPES OF FUNDS

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## # Official Representation Funds (ORF):

- Commanders use official representation funds (ORF) to uphold the standing and prestige of the United States by extending official courtesies to certain officials and dignitaries of the United States and foreign countries. Typical Operation Enduring Freedom use includes official military functions, receptions, lunches, dinners, modest entertainment, and community relations activities. Although ORF is an extremely small funding line, it receives scrutiny at the highest levels in DOD. ORF, used correctly, is very helpful in building relationships. A legal opinion must accompany requests to use ORF.
- ORF rules, guidance, uses, non-uses, and responsibilities are available from the supporting resource management office (G8) and/or financial management unit.



# TYPES OF FUNDS

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## # Afghanistan Security Force Funds (ASFF):

- ASFF are congressionally limited U.S. Title 10 funds (sometimes erroneously called Title 22) provided to Task Force Phoenix through Combined Security Transition Command-Afghanistan for building, equipping, training, and sustaining the Afghanistan National Security Forces, which includes the Afghan National Army, Afghan National Police, special task forces, and border security.
- ASFF rules, guidance, uses, non-uses, and responsibilities are available from the supporting resource management office (G8) and/or financial management unit.





# TYPES OF FUNDS

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## # Other Procurement, Army

- OPA funds support the purchase of single pieces of equipment that cost in excess of \$250,000 or multiple pieces that form a system.
- OPA rules, guidance, uses, non-uses, and responsibilities are available from the supporting resource management office (G8) and/or financial management unit.



# Creating a Vendor (OMA Paying Agent) Master Data Record in GFEBBS





# VENDOR MASTER DATA RECORD

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The creation and maintenance of a Paying Agent Vendor Master Data record is essential in GFEBS Paying Agent operations (OMA only). The Disbursing Office (usually at the Detachment Level) is charged with the accurate and timely creation of these records to ensure a solid audit trail and also to link the transactions being recorded to the individual incurring the expenses.

This is the first step in the recording of Paying Agent transactions into GFEBS.



# VENDOR MASTER DATA ROLE-BASED CAPABILITIES

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The following Disbursing personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- ~~Disbursing Agent (DA) and Disbursing Manager (DM)~~
- **Disbursing Analyst**
- ~~Disbursing Technician and Clerk~~





# VENDOR MASTER DATA CREATION/UPDATE

Vendor data must be properly “Staged” in GFEBS prior to the processing of any Paying Agent transactions. One of the functions assigned to the Disbursing Analyst is to create, verify and sometimes update vendor data when applicable prior to Paying Agent related GFEBS input.

Vendor Master Data must be manually input due to the nature of Paying Agent operations.

**Example GFEBS Vendor Master Data Update T-**

**Codes:**

## ***DISBURSING ANALYST***

**XK01-** (Create Master (*Vendor*

**XK02-** (Record)) (Change Master (*Vendor*

**XK03-** (Record)) (Display Master (*Vendor Record*)) -*May be used by all*

**XK05-** (Disbursing personnel) (Block Vendor Centrally)



# XK01- CREATE PAYING AGENT (VENDOR)



**SAP Easy Access - User menu for**

Menu |  | Log off | System

Click "Enter" to start the Paying Agent (Vendor) creation

**Create Vendor: Initial Screen**

Menu |  | Back | Exit | Cancel | System

Both fields are always "ARMY"

Vendor	PAJD7890US	
Company Code	ARMY	UNITED STATES ARMY
PurchasingOrganization	ARMY	US Army Purchasing
Account group	Z005	

**Enter a Paying Agent (Vendor) ID**

**Example PA Data:**  
**Name: John A. Doe**  
**SSN: 123-56-7890**  
**Task Force (TF): Defender**

**PA Funded in Foreign Currency: PAJD7890**  
PA- Paying Agent  
JD- First and last name initials  
7890- Last four of SSN

**PA Funded in Dollars: PAJD7890US**  
PA- Paying Agent  
JD- First and last name initials  
7890- Last four of SSN  
US- US Dollars

**Reference**

Vendor	<input type="text"/>
Company code	<input type="text"/>
PurchasingOrg:	<input type="text"/>

Paying Agents will always be "Z005" (Employees & Individuals)





# XK01- CREATE PAYING AGENT (VENDOR)

## "Address" Screen

Save Back Exit Cancel System Previous screen Next screen Administrative data US Federal Government

Name

Title

Name

John A. Doe

4

Name of Paying Agent

Entering "Search terms" will enable users to search for this vendor using the provided terms if vendor ID is lost or for general research.

Search Terms

Search term 1/2

Doe

Defender

5

Street Address

House no./street

City/State/ZIP Code

Country

Time zone

TF Defender

Bagram Airfield

AE09112

US

Tax Jurisdictn

6

**Street:** Enter Parent "Task Force"

**City:** Enter FOB/Location

**State:** Always AE

**Zip Code:** APO Code

**Country:** Always "US"



# XK01- CREATE PAYING AGENT (VENDOR)

## "Address" Screen (Cont'd)

Save Back Exit Cancel System Previous screen **Next screen** 10

Click the "Next Screen" button

Communication

Language English Other

Telephone **318-481-0021** 7 Enter Paying Agent phone number (SIPR or NIPR)

Mobile Phone

Fax Extension

E-Mail **john.A.doe@us.army.mil** 8 Enter the Paying Agent AKO Email address

Standard Comm.Method

Data line

Telebox

Comments **Carl Walthers, 1LT, OIC S4, TF Defender** 9 Enter the name and phone number of the Parent Task Force S4 (Supply) OIC and/or NCOIC (field input may vary based on local policy)



# XK01- CREATE PAYING AGENT (VENDOR)

Save Back Exit Cancel System Previous screen **Next screen** 11

Account control

Display Vendor: Control No input

Display Vendor: Payment transactions No Input

**Display Vendor: Accounting information Accounting** screen is displayed

Vendor SAR20 ZURMAT CONSTRUCTION COMPANY ZI KABUL

Company Code ARMY UNITED STATES ARMY

Bank Details

Ctry Bank Ke

Accounting information

Recon. account 2110.0100 Sort key 002 Doc.no., fiscal year

Head office

Authorization

Cash mgmnt group

Release group

Minority indic.

Certificatn date

Interest calculation

Interest indic. 99 Last key date

Interest freq. 0 Last interest run

Reference data

Prev.acct no. Personnel number 0

29





# XK01- CREATE PAYING AGENT (VENDOR)

## “Accounting Information” Screen

Save Back Exit Cancel System Previous screen **Next screen** 13 Click “Next Screen”

Accounting information

Recon. account **2110.0100**

Head office

Authorization

Minority indic.

Interest calculation 12

Interest indic.

Interest freq.

Reference data

Prev.acct no.

Sort

Cash

Release

Certification

Last

Last

Reconciliation acct (1)

Search Criteria

G/L Acct	Long Text
1120.0100	Imprest Funds
1410.0100	Advances & Prepayments
<b>2110.0100</b>	<b>Accounts Payable</b>
2960.0100	Accounts Payable From Cancelled Appropriation

4 Entries found

General ledger account to which transactions in the subsidiary ledgers (such as in the customer, vendor, or assets areas) are automatically updated. 2110.0100 is the most commonly utilized.



# XK01- CREATE PAYING AGENT (VENDOR)

## “Payment Transactions Accounting” Screen

Save Back Exit Cancel System Previous screen **Next screen** 16

Click “Next Screen”

Payment data

**Payt Terms** **Z001** 14 Enter Z001 for “Net Due immediate”

Cr memo terms ☐

Chk cashng time ☐

Automatic payment transactions

**Payment methods** **C** 15

Alternat.payee ☐

Individual pmnt ☐

Payment bloc  
House Bank  
Grouping key  
Pmt meth.su

Payment method will always be “C” for ‘Check’

USD

Terms of Payment (1)	
Search Criteria	
<input checked="" type="checkbox"/>	Find...
PayT	Own explanation
0001	Payable immediately Due net
Z001	Net due Immediate
Z007	Net 7 Days
Z014	Net 14 Days
Z015	Net 15 Days
Z020	Net 20 Days
Z030	Net 30 Days
ZCRM	Credit Memo Term - Block for offset
ZFP1	Fast Pay - Net 7 Days
ZFP2	Fast Pay - Net 10 Days
ZFP3	Fast Pay - Net 14 Days
11 Entries found	



# XK01- CREATE PAYING AGENT (VENDOR)

Save

Back

Exit

Cancel

System

Previous screen

Next screen

17

Click the "Next Screen" button until the "Purchasing data" screen is displayed

Create Vendor: Correspondence Account

Menu

Save

Back

Exit

Cancel

System

Previous screen

Next screen

No input

Create Vendor: Withholding tax Account

Menu

Save

Back

Exit

Cancel

System

Previous screen

Next screen

No input

Create Vendor: Purchasing data

Menu

Save

Back

Exit

Cancel

System

Previous screen

Next screen

Vendor

PAJD7890US

JOHN A. DOE

BAGRAM AIRFIELD

Purchasing Org.

ARMY

US Army Purchasing

Conditions

Order currency

Terms of paymnt

Incoterms

Minimum order value

Schema Group, Vendor

Standard schema vendor

Pricing Date Control

No Control

Order optim.rest.





# XK01- CREATE PAYING AGENT (VENDOR)

Save

19

Click the "Save" button to save the "Vendor"

screen

Administrative data

US Federal Government

Create Vendor: Purchasing data

Menu

Save

Back

Exit

Cancel

System

Previous screen

Next screen

Vendor

PAJD7890US

JOHN A. DOE

BAGRAM AIRFIELD

Purchasing Org.

ARMY

US Army Purchasing

Conditions

Order currency

USD

18

Terms of paymnt

Incoterms

Minimum order value

Schema Group, Vendor

Standard schema vendor

Pricing Date Control

No Control

Order optim.rest.

Order currency may be Dollars (USD) or the applicable Foreign Currency

Message notifying the user that the "Vendor" has been created

Vendor PAJD7890US has been created for company code A



# Viewing and changing a Vendor (OMA Paying Agent) Master Data record in GFEBBS



# VENDOR MASTER RECORD

**SAP Easy Access - User menu for**

Menu |  | Log off | System

**Display Vendor: Initial Screen**

Menu |  | Back | Exit | Cancel | System | **Select all**

Vendor: **PAJD7890US**

Company Code: ARMY | UNITED STATES

Purch. Organization: **ARMY**

**General data**

☒ Address

☐ Control

☐ Payment transactions

☐ Contact Persons

**Company code data**

☒ Accounting info

☒ Payment transactions

☐ Correspondence

☐ Withholding tax

**Purchasing organization data**

☒ Purchasing data

☐ Partner functions

Enter

4

Once the data selection is made, Click "Enter"

Select all

Enter the applicable Paying Agent Vendor Code

1

Always "ARMY"

2

**Note:** The user has an option to display all data categories. If Clicked, all categories below will be marked for view (not recommended)

3

Place a "Checkmark" in each data category the user desires to view. The fields selected here will only display the necessary data input during the Vendor Master Data record creation (XK01) (recommended).





# VENDOR MASTER RECORD

**Display Vendor: Address**

Menu ◀ [ ] Back Exit Cancel System **Display -> change** Previous screen Next screen

The "Display- Change" button allows the user to make corrections to the Vendor Record on the spot. Note: this action will turn the T-Code to XK02 (Change Vendor Record)

"Previous" and "Next" screen allow the user to navigate from one Vendor Master Screen to the next.

Click "Save" or "Cancel"

6

Save Back Exit Cancel System Previous screen Next screen

All fields are now editable and will remain so until the user clicks "Save" (when changes are made) or "Cancel" to not save changes

**Note:** "Exit" will take the user to the GFEBS "Main Screen"

**Note:** If a Vendor record needs correction, the user may opt to utilize T-Code XK02 to make

Vendor

Name JOHN A. DOE

Search Terms

Search term 1/2 DOE DEFENDER



# COMMITMENT AND OBLIGATION OF FUNDS

This method is utilized to Commit and Obligate funds (in a single step) for Paying Agent Operations. This manner of commitment and obligation will not require a Purchase Order (PO) or a Goods Receipt (GR) in order for payment to be recorded. The existence of this transaction alone allows for the funding of the Paying Agent by the Disbursing Agent and also the processing of an Invoice to record the payment. *Disbursing personnel cannot Commit and Obligate Funds; they can only view if funds have been Committed and Obligated.*

**Example GFEBS Funds Commitment management**

**T-Codes:**

<b>RESOURCE MANAGEMENT</b>
<b>(RMD)</b> <b>FMZ1-</b> (Create Funds Commitment) ( <i>Commits and Obligates</i> )

<b>DISBURSING AGENT AND MANAGER</b>
<b>FMZ3</b> ( <u>Display</u> Funds Commitment)



# COMMITMENT DOCUMENTS

PURCHASE REQUEST AND COMMITMENT <small>For use of this form, see AR 37-1, the proponent agency is GASA/TM</small>		1. PURCHASE INSTRUMENT NO.	2. REQUESTION NO.	3. DATE	PAGE OF PAGES
4. TO: CONTRACTING COMMAND CAMP LIBERTY, IRAQ		5. THRU: YOUR LOCAL G-RC-80-S OFFICE		6. FROM: YOUR UNIT'S INFO HERE	
It is requested that the supplies and services enumerated below or on attached list be:					
7. PURCHASED FOR: YOUR UNIT'S INFO HERE		8. DELIVERED TO: YOUR UNIT'S INFO HERE		9. NOT LATE (Date)	
12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY <input checked="" type="checkbox"/>		13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY		11. TELEPHONE DSN/VOIP	
14. ITEM		15. DESCRIPTION OF SUPPLY OR SERVICES FOR PURCHASE		16. QUANTITY	
17. UNIT		18. ESTIMATED UNIT PRICE \$		TOTAL COST \$	
19. DESCRIPTION OF GOODS OR SERVICES FOR PURCHASE		20. PAVING AGENT: PAVING AGENT'S NAME HERE		21. PRD/OBJURING OFFICER: PRD/OBJURING OFFICER'S NAME HERE	
22. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE:		23. TYPED NAME AND GRADE OF INITIATING OFFICER: UNIT REPRESENTATIVE (PA/FOO)		24. SIGNATURE: INITIATING OFFICER	
25. TYPED NAME AND GRADE OF SUPPLY OFFICER: TPBO OR UNIT REP (TTTF ONLY)		26. SIGNATURE: SUPPLY OFFICER		27. DATE: 00/00/00	

DA FORM 3953, MAR 1991

EDITION OF AUG 78 IS OBSOLETE

FUND CERTIFICATION			
The supplies and services listed on this request are properly chargeable to the following allotments, the available balances which are sufficient to cover the cost thereof, and funds have been committed.			
19. ACCOUNTING CLASSIFICATION AND AMOUNT			
021 20132013	202010D13	A76VV	131096010
500000349	6100.260B	021001	4,700.00
20. TYPED NAME AND TITLE OF CERTIFYING OFFICER: Heather Brabant		21. Signature	
22. Date: 22-Oct-12		23. Date	

## Funds Commitment 500000349

General Data			
Document Type	F9	Document Type	050
Company Code	ARMY	Document Date	1/26/2013
FM area	ARMY	Posting Date	1/26/2013
Controlling Area	ARMY	Currency	USD/ 1.00000
Statistics			
Entered by	123456789	Created on	1/26/2013
Last changed by	123456789	Last changed	
More data			
Text	BULK FUNDS		
Reference			
Overall Amount	2,500.00	USD	

Document item 001

Text

Physical copy of DA 39  
GFEBS Commitment  
printout\* 53\*

GFEBS  
Commitment  
printout\*





---

Verify availability  
of OMA funds in  
GFEBBS prior to  
advance



# ROLE-BASED CAPABILITIES

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The following Disbursing personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- **Disbursing Agent (DA) and Disbursing Manager (DM)**
- ~~Disbursing Analyst~~
- ~~Disbursing Technician and Clerk~~



# FMZ3 - DISPLAY FUNDS COMMITMENT



SAP Easy Access - User menu for C

Menu | FMZ3 | Log off | System

Enter

Funds commitment: Display InitScr

Menu | | Back | Exit

Enter the correct Commitment Document Number and press "Enter"

Document number

500000

1

Line Item

Funds commitment: Display Overview scrn

Menu | | Back | Exit | Cancel | System | Header data | Detail line item | Select all | Deselect all

Document number 500000349



posted

Funds Commitment

500000349

Document type F9

Company Code ARMY

Doc.text BULK FUNDS

Currency USD

Grand total

FUND CERTIFICATION  
The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have

19. ACCOUNTING CLASSIFICATION AND AMOUNT

021 20132013 202010D13 A76VV 131096QLOG

500000349 6100.260B

\*Physical copy of DA 3953  
GFEBS Commitment  
printout \$4,700.00

Document Type 050  
Document Date 1/26/2013  
Posting Date 1/26/2013  
Currency USD/ 1.00000

Created on 1/26/2013  
Last changed

\*GFEBS  
Commitment  
printout\*

Line items

D... Overall amount Text

1 4,700.00 BULK

20. TYPED NAME AND TITLE  
OF CERTIFYING OFFICER

Heather Brabant

CPT, FC JTF-7, RM

21. Signature

Heather Brabant

22. Date

22-Oct-12





# FMZ3 - DISPLAY FUNDS COMMITMENT

### Funds commitment: Display Overview scrn

Menu

Back

Exit

Cancel

System

Header data

Detail line item

Select all

Deselect all

Document number

500000349

posted

2

Ensure the document is posted. If the document is "Parked", do not go any further and contact RM personnel to ensure they "Post" the document prior to funding the

Document type

F9

Miscellaneous obligation

Company Code

ARMY

UNITED STATES ARMY

Doc.text

BULK FUNDS

Currency

USD

Grand total

4,700.00

3

The "Grand total" is the amount of the

Line items

D...	Overall amount	Text	Commitment Item	Funds Center	Fund	Function
1	4,700.00	BULK FUNDS	260B	A2ABM	202010D13	1310960

4

Scroll to the right to verify that the Vendor code (PA) matches the Paying Agent who is to be funded

Funded Program	G/L Account	Bu...	Cost Center	Order	WB...	Vendor	Cus
ARMY	6100.260B	ARMY	2ABM0008			PAJ7890US	



# FMZ3 - DISPLAY FUNDS COMMITMENT

## Determining what is "Available" for funding in the Commitment

**Funds commitment: Display**

Menu | [Search] | [Buttons]

Click the "Detail Line Item" button. **5** →

Document number: 500000349 | posted | Document Date: 02/04/2013  
Document type: F9 | Miscellaneous obligation | Posting Date: 02/04/2013  
Company Code: ARMY | UNITED STATES ARMY | Currency/rate: USD

Doc.text | Line Item: 500000349 | 1 | Position: / 1

Currency | Text | Control data | ☐ Completion indicator

Grand total

Line items

D...	Overall amo
1	4,

Quantity/price | Quantity | Price

**The "Open Amount" displays what is currently available under this Commitment/Obligation. A lesser amount than the "Overall Amount" indicates payments have already been posted against this document.**

**The Disbursing Agent should not fund more than what the "Open Amount" reads.** **6** ↓

Values

Currency	USD
Overall amount	4,700.00
Open amount	3,700.00



# FMZ3 - DISPLAY FUNDS COMMITMENT

## Researching the documents processed against the Commitment

**Funds commitment**

Menu | |

Line Item 50

Text BULK FUNDS

If the "Open Amount" differs from the "Overall Amount" Click the "Consumption" button to view the document history. **Note:** If there is no history, the button will not display any data

7 Consumption

Doc. No.	Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Del. Date	Doc. Date
500000349	1	Receipt amt		4,700.00	USD	4,700.00	USD	0.00	0.00		
		Invoice/Credit Memo	1900000000 ARMY2013	1,000.00	USD	1,000.00	USD	0.00	0.00	02/04/2013	02/04/2013
		Total Invoices/credit memos		1,000.00	USD	1,000.00	USD	0.00	0.00		
		Consumpt.		1,000.00	USD	1,000.00	USD	0.00	0.00		
		Open amount									

8

Research the history by clicking on the individual documents that created the difference between the "Overall" and "Open Amounts"

### Display Document: Data Entry View

Menu | | Back Exit Cancel System Change Display/Change Mode

Data Entry View

Document Number	1900000000	Company Code	ARMY	Fiscal Year	2013
Document Date	02/04/2013	Posting Date	02/04/2013	Period	5
Reference	FMZ500000349	Cross-Comp.No.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

C...	Itm	PK	SG	Account	Description	Amount	Curr.	Tx
ARMY	1	31		PAJ7890US	JOHN A. DOE	1,000.00	USD	
	2	40		6100.260B	O/EGenSupNotCat	1,000.00	USD	





# FMZ3 - DISPLAY FUNDS COMMITMENT

## Printing the Funds Commitment Document

**Funds commitment: Display Overview scrn**

Menu Exit Cancel System Header data Detail line item

1 Click "Menu"

Document  
Edit  
Goto  
Extras  
Environment  
System  
Help  
Using ...  
SAP GUI for HTML Options

Create  
Change  
Display  
Reduce Manually  
Check  
Park Document  
Save  
Print Ctrl+P  
Create

2 Click "Print"

Print

3 Click "Print Preview" for training purposes (user may select "Print" in GFEBS)

**Note:** The user may save or print the document at this point.

**Print**

OutputDevice: SAPGUI  
Frontend Printer:   
Page selection:   
☐ Printer for WIN GUI frontend pri

**Spool Request**

Name: SMART LOCM 1187947444  
Title:   
Authorization:

**Spool Control**

☒ Print immediately  
☐ Delete After Output  
☐ New Spool Request  
☐ Close Spool Request  
Spool retention pd:   
Storage Mode:   
☐ Print preview

**Funds Commitment 500000349**

**General Data**

Document type	F9	Document type
Company code	ARMY	Document date
FM area	ARMY	Posting date
Controlling area	ARMY	Currency

**Statistics**

Entered by	1187947444	Created on
Last changed by		Last changed

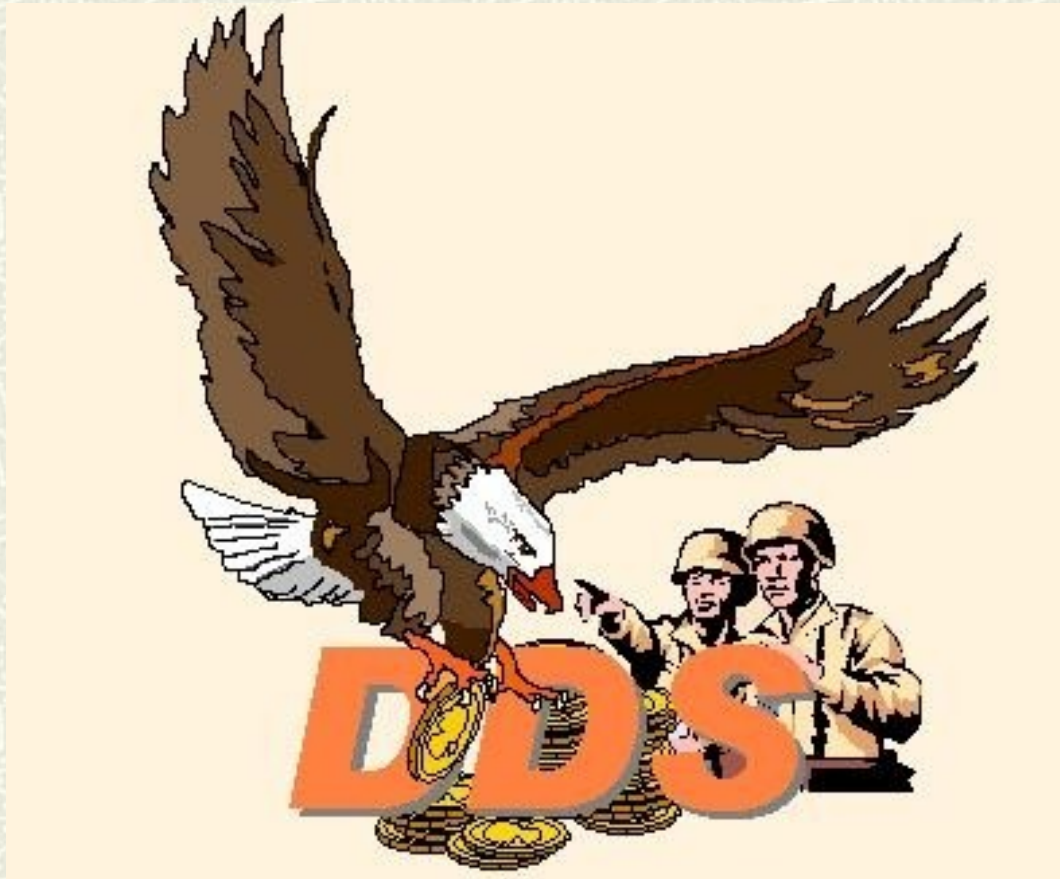
**More Data**

Test BULK FUNDS

1 / 1



# ADVANCING A PAYING AGENT (DDS)





# DRAWING FUNDS

---

■ The following procedures apply when drawing funds, unless modified by the disbursing officer.

■ Unit and Paying Agent (OMA funds):

- Unit determines equipment or service requirement.
- PA provides the paying agent certificate of training issued by the financial management unit, and the FOO certificate of training issued by Contracting.
- PA provides the original copy of paying agent DD Form 577, *Appointment/Termination Record-Authorized Signature* (signed by O-5 or higher) and FOO DD form 577.
- PA provides a completed DA Form 3953, *Purchase Request and Commitment (PR&C)* with appropriate signatures and accounting classification data.
- PA provides the Funds commitment document printout from GFEBS.
- PA provides a copy of their Certifying Officer Legislation certificate.





# DRAWING FUNDS

---

## # Drawing from the Commander's Emergency Response Fund (CERP):

- Every time a paying agent draws funds on a CERP contract, the paying agent provides the following:
  - Completed DA Form 3953
  - CERP contract and any modifications
  - Payment progress report

## # Drawing rewards funds. In addition to the above, the following documents are required to draw small or large rewards funds:

- Reward payment memorandum signed by the unit's rewards authorization officer (RAO)
- DA Form 3953 signed by the RAO in block 35
- Staff judge advocate (SJA) legal review
- Mission or story board describing details of operation

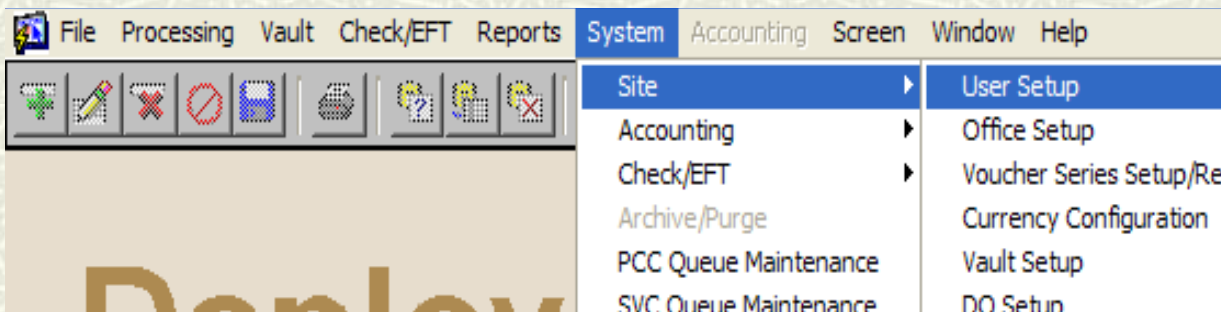
## # Bulk funding of micro rewards. In addition to the above, the following documents are required to draw micro reward funds:

- Bulk fund request signed by the unit's RAO



# DDS

## Add Paying Agent To DDS (1 of 2)



- **System**
- **Site**
- **User Setup**

- **Example of paying agent.**
- **DEROS is the actual termination date from their orders.**

\*Site Id: 00001 USAFMCOM Last Update: [ ]

\*User Id: PAA [ ] ☐ Inactive User

Name: AGENT PAGING [ ]  
(\*Last, \*First, MI)

\*SSN: 010100101

Signature Block: PAYING AGENT

PCC Login ID: [ ]

SVC Login ID: [ ]

NMC Login ID: [ ]

Agent can Perform the Following Functions

<input checked="" type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintain Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Input Voucher

Appointment Memorandum [ ] VCT Access [ ]

Agent Information Only

\*Rank: SFC

\*DEROS: 02/02/2012 [ ]

Date of Last 2665: [ ]

Total Balance: [ ]



# DDS

## Add Paying Agent To DDS (2 of 2)

Agent Functions, Deputy Agent, Maintains Vault

Certify Disbursement Voucher

Appointing authority

DO or Commander Name:

(\*Last, \*First, MI)

COLE

ANTHONY

\*Title

DISBURSING OFFICER

\*DOD Component/organization

USAFMCOM

\*Effective date

02/24/2011

\*Type

PAYING AGENT

\*Amount

100,000.00

Additional responsibilities include:

Additional regulations:

Print DD 577

- Enter Paying Agent information.
- Enter the CHA for the Paying Agent.
- Select "ok" and then save.
- User must re-select the appointment memorandum and then choose "print DD 577" in order to view the orders.

### APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

(Read Privacy Act Statement and Instructions before completing form.)

#### PRIVACY ACT STATEMENT

9907, 31 U.S.C. Sections 3325, 3528, and DoD Financial Management Regulation (FMR), Vol 5.

DOE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public record and funds. ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.

#### SECTION I - FROM: APPOINTING AUTHORITY

1. NAME (First, Middle Initial, Last) JOHN SMITH	2. TITLE DISBURSING OFFICER	3. DOD COMPONENT/ORGANIZATION CAMP ALPHA
4. DATE (YYYYMMDD) 20110331	5. SIGNATURE	

#### SECTION II - TO: APPOINTEE

6. NAME (First, Middle Initial, Last) PAYING AGENT	7. SSN 545454545	8. TITLE PAYING AGENT
9. DOD COMPONENT/ORGANIZATION CAMP ALPHA	10. ADDRESS (Include ZIP Code) CAMP LIBERTY	
11. TELEPHONE NUMBER (Include Area Code)		12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD) 20110331
13. POSITION TO WHICH APPOINTED (X as applicable)		
<input type="checkbox"/> DEPUTY DISBURSING OFFICER <input type="checkbox"/> CASHIER	<input type="checkbox"/> DISBURSING AGENT <input type="checkbox"/> CHANGE FUND CUSTODIAN	<input checked="" type="checkbox"/> PAYING AGENT <input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> PREAPPOINTMENT REVIEW OFFICIAL
OTHER (Specify)		

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:  
You are authorized to disburse public funds as prescribed by the Disbursing Officer. I acknowledge that I am strictly liable to the United States for all public funds under my control and I have been covered as to the primary liabilities of this assignment. You must clear your account with the Disbursing Officer on the transfer of the Disbursing Officer. This appointment is in effect while the above signed continues to serve as the Disbursing Officer or until otherwise terminated, whichever is earlier.





# DDS

## Advance Paying Agent (1 of 4)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account  
Remote File Transfer  
DD 2665 - Daily Agent Accountability Summary

**\*\*Ensure agent has been created in DDS.**

- Reports
- DD 1081

Issuing User Id: JCK Receiving User Id/Site:   
Issuing User Site: 10001 Name of Receiver:   
Name of Issuer: JAMES C KELLEY

☐ Return ☐ Partial ☐ Advance ☐ Full

Generate Confirm

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1 Balance Forward:	.00	.00	.00	.00
1 2 U.S. Dollars:	.00	.00	.00	.00
3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
4 Military Payment Certificates:	.00	.00	.00	.00
2 5 Collections:	.00	.00	.00	.00
3 6 Deposits:	.00	.00	.00	.00
4 7a NI: Treasury Checks:	.00	.00	.00	.00
7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 12/02/2009 A Sequence Number:

- Select the agent to be advanced





# DDS

## Advance Paying Agent (3 of 4)

- The DA will denominate the currency advanced.
- Once denomination is complete, select "ok."

User Id:  Currency Code:  Exchange Rate:  \*Vault Code:   
Currency Amt Entered for Vault:  US Equiv Entered For Vault:

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	0	0	0	.00
50 DOLLAR BILL	0	0	0	.00
20 DOLLAR BILL	0	0	0	.00
10 DOLLAR BILL	0	0	0	.00
5 DOLLAR BILL	0	0	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR BILL	1,000,000	750,000	250000	250,000.00
1 DOLLAR COIN	0	0	0	.00
50 CENTS	0	0	0	.00

Total Currency Amt Entered:  Total US Equiv Entered:

OK

Cancel

Clear

- Once selected, a window will appear stating the amount pulled from the DAs vault.
- Select "ok."

Hand	Amount	Exch Rate	US Equiv
00.00	250,000.00	1	250,000.00

U.S. Dollar:   
Foreign Currency (U.S. Equivalent):   
Military Payment Certificates:

Clear

OK

Cancel





# DDS

## Advance Paying Agent (4 of 4)

- Amount advance will now populate the DD Form 1081.
- Click block 12 to recalculate the columns.
- Block 12 will now update with the total amount advanced to the agent.

Issuing User Id: JCK Receiving User Id/Site: CA110001  
Issuing User Site: 10001 Name of Receiver: CASHIERONE CASHIERONE  
Name of Issuer: JAMES C KELLEY

☐ Return ☐ Partial ☐ Full  
☒ Advance

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending (In agent's account)
0	1 Balance Forward:	.00	1,750.00	.00	1,750.00
1	2 U.S. Dollars:	250,000.00	.00	.00	.00
	3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
	4 Military Payment Certificates:	.00	.00	.00	.00
2	5 Collections:	.00	.00	.00	
3	6 Deposits:	.00	.00	.00	
4	7a NI: Treasury Checks:	.00	.00	.00	
	7b Military Payment Orders:	.00	.00	.00	
5	7c.1 NI: EFT For Cash:	.00	.00	.00	
	7c.2 NI: Dishonored Checks:	.00	.00	.00	
	7c.3 Other Negotiable Instruments:	.00	.00	.00	
6	8 Paid Vouchers:	.00	.00	.00	
	9 Incorrect Vouchers Ret:	.00	.00	.00	
	10.1 Overdrafts:	.00	.00	.00	
7	10.2 Loss of Funds:	.00	.00	.00	
	10.3 Transfers In and Out:	.00	.00	.00	
	10.4 Stored Value Card Load:	.00	.00	.00	
	11 Stored Value Card Sales:	.00	.00	.00	
	12 Total Funds:	.00	1,750.00	.00	1,750.00

12 Total Funds: .00 251,750.00 .00 251,750.00

SEQUENCE #

STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS,  
DISBURSING STATION SYMBOL NUMBER

ANTHONY COLE  
CAMP LIBERTY  
IRAQ  
APO AE 09165  
DSSN 8550

AGENT OF  
(Include  
CASHIER/  
1111111/  
CAMP AL)

TRANSACTIONS AFFECTING AGENT OFF

TRANSACTIONS INCREASE BEGINNING



# DDS

## Accepting An Advance (1 of 2)

Issuing User:  Receiving User Id/Site:

Issuing User Site:  Name of Receiver:

Name of Issuer:

☐ Return ☐ Partial ☐ Advance ☐ Full

Generate Voucher

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
1 Balance Forward:		.00		40,000.00
2 U.S. Dollars:	20,000.00			
3 Foreign Curr (U.S. Equivalent):	20,000.00			
4 Military Payment Certificates:	.00			
5 Collections:				
6 Deposits:				
7a NI: Treasury Checks:				
7b Military Payment Orders:				

Business Day:

Forms

Information: Incoming DD1081 must be processed

- Once the profile has been created, the user must log out and log back in as the PAYING AGENT and accept the advance.
- The paying agent will not touch the user's system.



# DDS

## Accepting An Advance (2 of 2)

DDS [WINXP] - [DD1081]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

SEQUENCE 1 STATEMENT OF AGENT

DISBURSING OFFICER'S NAME, ADDRESS,  
DISBURSING STATION SYMBOL NUMBER

ANTHONY COLE  
CAMP LIBERTY  
IRAQ  
APO AE 09165  
DSSN 8550

CAMP ALPHA

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		.00		40,000.00
2. U.S. DOLLARS	20,000.00			
3. FOREIGN CURRENCY	20,000.00			
4. MILITARY PAYMENT CERTIFICATE				

Forms

Continue with confirmation?

OK Cancel





# DDS

## Add An Accounting Line From PR&C



*DPI	Cd	*FY	*APC	APC	Fund	Dept	Sym	Limit	OA	ASN	AMS	UIC	*FSN	Ldgr	Trns	Code	Dept
		9999		N	21	2020	0000	2A	B3AW	996600000000	WOUCAA	012161	01				
	8	0232		N	21	2020	0000	22	0204	135198000000	000000	099999	12				
	8	0P26		N	21	2020	0000	22	8412	4347164000		099999	12				
	8	1643		N	21	2010	0000	90	0000	5D2A1P000000	000000	012120	06				
	8	1644		N	21	2010	0000	90	0000	5D1A1P000000	000000	012120	06				
	8	1812		N	21	2020	0000	90	0000	000000000000		018128	06				
	8	2032		N	21	2020	0000	90	0000	000000000000		092032	06				
	8	2125		N	21	2020	0000	90	0000			041133	06				
	8	2141		N	21	2020	0000	90	0000			009057	06				
	8	2174		N	21	2020	0000	90	0000	000000000000	000000	009076	06				
	8	217D		N	21												
	8	217M		N	21												
	8	217P		N	21												
	8	217S		N	21												
	8	217T		N	21												
	8	2231		N	21												
	8	2238		N	21												

**\*\*Once the paying agent has been advanced, the LOA must be checked to see if it is within DDS. If not, the line of accounting must be added at this time.**

- System
- Select the "add" record button.
- Once selected, a blank line will appear. The DA will need to complete the LOA with a min. of "FY", "APC", and "FSN."
- If the DA has more information, then it should be added at that time.
- Once all of the information has been entered, the DA will select the "save" key.





# CLEARING A PAYING AGENT







# SF 44

- It is a multipurpose pocket-size purchase order form designed primarily for on-the-spot, over-the-counter purchases of supplies and non-personal services while away from the purchasing office or at isolated activities. It also can be used as a receiving report, invoice, and public voucher.
- This form may be used if all of the following conditions are satisfied:
    - (1) The amount of the purchase is at or below the micro-purchase threshold, except for purchases made under unusual and compelling urgency or in support of contingency operations. Agencies may establish higher dollar limitations for specific activities or items.
    - (2) The supplies or services are immediately available.
    - (3) One delivery and one payment will be made.
    - (4) Its use is determined to be more economical and efficient than use of other simplified acquisition procedures.
  - General procedural instructions governing the form's use are printed on the form and on the inside front cover of each book of forms.
  - Since there is, for all practical purposes, simultaneous placement of the order and delivery of the items, clauses are not required for purchases using this form.
  - Agencies shall provide adequate safeguards regarding the control of forms.





# EXAMPLE SF 44 (OMA)

**Standard Form (SF) 44 (OMA (Operations and Maintenance, Army))**

<b>DATE PAYMENT WAS MADE</b>	U.S. GOVERNMENT PURCHASE ORDER-INVOICE-VOUCHER DATE OF ORDER <b>25 MAY 20**</b> PRINT NAME AND ADDRESS OF SELLER (Full Name, Street and ZIP)	PIN NUMBER ISSUED BY CONTRACTING																
<b>NAME AND ADDRESS OF VENDOR</b>	ORDER NO. <b>W6MHK-8-00-M-00001</b> <b>AKBAR MUHAMMED, INC.</b> <b>Baqubah, Iraq</b>																	
<b>DESCRIPTION OF GOODS/SERVICES PURCHASED</b>	Furnish Supplies or Services to (Name and address) <b>1-19<sup>th</sup> INFANTRY BN, FOB HAMMER, IRAQ</b> <table border="1"> <thead> <tr> <th>SUPPLIES OR SERVICES</th> <th>QTY</th> <th>UNIT PRICE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>BAG OF NAILS (VARIOUS SIZES)</td> <td>5</td> <td>5.00</td> <td>\$25.00</td> </tr> <tr> <td>HAMMERS</td> <td>5</td> <td>10</td> <td>50.00</td> </tr> <tr> <td>SHEETS OF PLYWOOD</td> <td>30</td> <td>10</td> <td>300.00</td> </tr> </tbody> </table>	SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT	BAG OF NAILS (VARIOUS SIZES)	5	5.00	\$25.00	HAMMERS	5	10	50.00	SHEETS OF PLYWOOD	30	10	300.00	<b>UNIT RECEIVING THE GOODS OR SERVICES</b>
SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT															
BAG OF NAILS (VARIOUS SIZES)	5	5.00	\$25.00															
HAMMERS	5	10	50.00															
SHEETS OF PLYWOOD	30	10	300.00															
<b>FINANCE CLEARING THE SF 44 AND DISBURSING OFFICER'S NAME</b>	AGENCY NAME AND BILLING ADDRESS <b>24<sup>th</sup> FMCO, CAMP LIBERTY APO AE 09344</b>	<b>QTY x UNIT PRICE=AMOUNT</b>																
<b>FOO'S INFORMATION + SIGNATURE</b>	ORDERED BY (Signature and title) <b>CPT VALENZUELA, FOO</b> PURPOSE AND ACCOUNTING DATA <b>2142020.0000 80-5063 P1234567.0000 26B 46FB00 W912RK1234567 46FB00 S09076</b>	<b>GRAND TOTAL OF SF 44</b>																
<b>ALL ACCOUNTING DATA ON BLOCK 19 OF PR&amp;C (DD3953)</b>	PURCHASER - To sign below for verification of receipt of items received by <b>SFC SMITH, JOHN</b>	<b>DATE PAYMENT WAS MADE</b>																
<b>TITLE OF THE INDIVIDUAL RECEIVING THE GOODS</b>	TITLE <b>SUPPLYNCOIC</b> DATE <b>25 MAY 20**</b>	<b>SIGNATURE OF INDIVIDUAL RECEIVING THE GOODS (CANNOT BE THE FOO)</b>																
<b>AMOUNT RECEIVED BY VENDOR</b>	SELLER - Please read instructions on Copy 2 PAYMENT RECEIVED <b>\$ 375.00</b> NO FURTHER INVOICE NEED BE SUBMITTED	<b>DATE GOODS WERE RECEIVED</b>																
<b>AMOUNT CERTIFIED FOR PAYMENT BY PAYING AGENT</b>	SELLER <b>[Signature]</b> DATE <b>25 MAY 20**</b> I certify that this account is correct and proper for payment in the amount of <b>\$ 375.00</b>	<b>DATE PAYMENT WAS MADE</b>																
<b>SIGNATURE OF PAYING AGENT</b>	ACCOUNT VERIFIED CORRECT FOR BY <b>[Signature]</b>	<b>SIGNATURE OF VENDOR</b>																
	Authorized selling agent PAID BY TO ORDER DATE PAID VOUCHERS	<b>If paid in foreign currency, show the amount and type in each block showing the amount; i.e.: \$60.00 Afghani</b>																

<b>FOO</b>	<b>PAYING AGENT</b>	<b>RECEIVING ACTIVITY</b>	<b>VENDOR</b>
------------	---------------------	---------------------------	---------------



# EXAMPLE SF 44 (CERP)

U.S. GOVERNMENT  
PURCHASE ORDER-INVOICE-VOUCHER

DATE OF ORDER: 1 APRIL 20\*\*

ORDER NO.: CERPMNDC012345

REQUISITION # FROM PR&C BLOCK 2

PRINT NAME AND ADDRESS OF SELLER (Number, Street, and State):  
ABU AMMOSH

PPO NAME AND ADDRESS

NAME AND ADDRESS OF CONTRACTOR

NAME OF PROJECT FROM MOA & RECEIPT MUST MATCH

FINANCE UNIT CLEARING THE SF 44 AND NAME OF DISBURSING OFFICER

PPO's NAME

ALL ACCOUNTING DATA ON BLOCK 19 OF PR&C (DD3953)

PAY AGENTS INFORMATION AND SIGNATURE

AMOUNT PAID RECEIVED BOX MUST HAVE "X" WITH AMOUNT

SIGNATURE OF CONTRACTOR

AMOUNT PAID OUT

SIGNATURE OF PAYING AGENT

MARK CASH WITH AN "X"

FURTHER SUPPLIES OR SERVICES TO (Name and address):  
CPT SMITH (PPO)  
FOB HAMMER, IRAQ  
APO AE 09308

SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT
PROJECT NAME	1	\$10,000.00	\$10,000.00

AGENCY NAME AND BILLING ADDRESS:  
24th FM CO  
Camp Liberty, Iraq  
APO AE 09344

TOTAL \$10,000.00

DATE INVOICE RECEIVED 1 APRIL 20\*\*

ORDERED BY (Signature and title):  
CPT SMITH, JOHN (PPO)

PURPOSE AND ACCOUNTING DATA:  
21 S 2020.0000 8.A-2084 P136198.0000 26EB 83  
GACC CERPMNDC012345 GACC 83 S09076

RECEIVED BY:  
J. DOE, JOHN

TITLE: PAY AGENT

DATE: 1 APRIL 20\*\*

SELLER - Please read instructions on Copy 2

AMOUNT RECEIVED: \$10,000.00

AMOUNT RECEIVED: \$

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER: [Signature]

DATE: 1 APRIL 20\*\*

I certify that this account is correct and proper for payment in the amount of:

AMOUNT PAID OUT: \$ 10,000.00

ACCOUNT VERIFIED CORRECT FOR:

BY:

Authorized certifying officer:  
PAID BY: [Signature]

DATE PAID: 1 APRIL 20\*\*

VOUCHER NO.:

OR (Check No.):

1. SELLER'S INVOICE (See instructions on Copy 2)

STANDARD FORM 44 (Rev. 10-82)

PREPARED BY GSA

MAIL (48 C.R.F. 201.20)

FILLED OUT BY PPO

FILLED OUT BY PAYING AGENT

FILLED OUT BY VENDOR

If paid in foreign currency, show the amount and type in each block showing the amount, i.e.: \$60.00 Afghani



**QRF FIELD ORDERING OFFICER:**

**1ST DIV**

"I have reviewed all SF44's completed, from XX FEB XX to XX FEB XX, and approved them as mission essential, and will ensure all durable/non-expendable items are added to my property books"





# LOSS OF FUNDS

---

**■** If a loss of funds occurs, the paying agent must perform the following steps:

- Cease all paying activities.
- Count all funds and review documents to confirm a loss has occurred.
- Notify the disbursing officer immediately after confirming any discrepancies.
- Notify the chain of command.
- Take actions according to the disbursing officer's standing operating procedures.
- Write a memorandum for record documenting actions taken.

**■** An Army Regulation 15-6 investigation is required for a loss of funds. The investigation will be initiated by the disbursing officer.

**■** Pecuniary liability:

- As defined by the DoD, pecuniary liability is "a personal, joint, or corporate monetary obligation to make good any lost, damaged, or destroyed property resulting from fault or neglect. It may also result under conditions stipulated in a contract or bond "



# STEPS TO CLEARING A PAYING AGENT OVERVIEW

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■ The following guidance is for PA's to clear their funds. (**Note:** Field ordering officers are not authorized to clear funds.) During the clearing process, the disbursing officer (deputy disbursing officer or disbursing agent) performs the following functions:

- Receives the return from the PA.
- Verifies the accuracy of paid documents and signatures.
- Totals all pay documents.
- Determines the cash amount to be turned in.
- Prepares and verifies the correct balance for return on DD Form 1081, *Statement of Agent Officer's Account*.
- Ensures the PA signs DD Form 1081 with the disbursing agent, returning the PA's account to zero.
- Creates a blocked invoice in GFEBS using the FB60
- Uploads the SF 1034, SF 44s and receipts to GFEBS using the FB02





# DOCUMENTS NEEDED TO CLEAR

---

## ■ Clearing Funds Process for OMA, OPA, and ASFF Funds.

- The process for clearing funds needs to occur in the following order:
  - Prior to clearing finance the FOO will:
    - Separate classified materials from packet. The FOO contacts the unit intelligence officer (S-2) to pull all classified material.
    - Obtain a memorandum from the battalion commander stating that all purchases have been verified on SF 44.
    - Take the battalion commander memorandum and original SF 44s with receipts to the property book officer (PBO) to receive a memorandum of clearance from PBO.
    - Make copies of SF 44s and receipts.
    - Bring the memorandum signed by the battalion commander, a copy of the installation PBO memorandum, all copies of SF 44s with PBO stamps, and receipts to receive a clearance memorandum from Contracting Command.
- The PA will verify remaining funds.





# DOCUMENTS NEEDED TO CLEAR

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## # Clearing Funds Process for Condolence and Battle Damage Payments:

- The clearing process occurs in the following order:
  - Prior to clearing:
    - Separate classified materials from packet. The PA contacts the unit S-2 to pull all classified material.
  - Have the following:
    - DA Form 3953
    - DD Form 1351-6, *Multiple Travel Payments List* for multiple payments or an SF 44 for a single payment
    - Original clearance memorandum
    - Legal justification memorandum
    - Brigade combat team justification memorandum
    - Remaining funds.
- Clearing financial management units:
  - Bring all documents listed above.
  - The PA will receive a copy of DD Form 1081.
- Clearing Resource Management:
  - Bring a copy of the above listed documents.



# DOCUMENTS NEEDED TO CLEAR

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## # Clearing Process for Detainee Labor Payments:

- The following is the clearing process for detainee labor payments:
  - Prior to clearing:
    - Separate classified materials from packet. The PA contacts the unit S-2 to pull classified material.
  - Have the following:
    - DA Form 3953
    - DD Form 1351-6 for multiple payments (Note: The row below the last payee on DD Form 1351-6 should state, “nothing follows” and be initialed by the certifying officer.)
    - A detainee labor register signed and dated by the accountable official that shows the hours worked and the pay rate for each detainee payment
    - An individual detainee pay record showing the amount due the payee at the time of the disbursement (Note: The individual detainee pay record must be signed and dated by the accountable official.)
    - Remaining funds.
- Clearing financial management units:
  - Bring original and one copy of all documents listed above.
  - The paying agent will receive a copy of DD Form 1081.
- Clearing Resource Management:
  - Bring a copy of the above listed documents.





# DOCUMENTS NEEDED TO CLEAR

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## # Clearing Funds Process for Claims:

- The following is the clearing funds process for claims:
  - Prior to clearing:
    - Separate classified materials from packet. The PA contacts the unit S-2 to pull all classified material.
  - Have the following:
    - Original SF 44 or SF 1034, *Public Voucher for Purchases and Services Other Than Personal*, prepared by the staff judge advocate
    - Action of Claim Memorandum from judge advocate general's office
    - Settlement agreement form
    - Legal justification memorandum
  - Clearing financial management units:
    - Bring all documents listed above.
    - The PA will receive a copy of DD Form 1081.
  - Clearing Resource Management:
    - Bring a copy of the above listed documents.





# DOCUMENTS NEEDED TO CLEAR

---

## # Clearing Funds Process for Detainee Release Payments:

- The following are the steps in the detainee release payment clearing funds process:
  - Prior to clearing:
    - Separate classified materials from packet. The FOO contacts the unit S-2 to pull all classified material.
  - Have the following:
    - DA Form 3953
    - DD 1351-6 for multiple payments
    - Commander clearance memo
    - Remaining funds.
  - Clearing financial management units:
    - Bring original of above listed documents.
    - The paying agent will receive a copy of DD Form 1081.
  - Clearing Resource Management:
    - Bring a copy of the above listed documents



# DOCUMENTS NEEDED TO CLEAR

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## # Clearing Funds Process for Small and Large Rewards:

- The following is the clearing funds process for rewards:
  - Prior to clearing:
    - Separate classified materials from packet. The POC contacts the unit S-2 to screen.
  - Have the following:
    - DA Form 3953
    - Original SF 44 (Note: The payee should never be asked to sign, nor should the payee's name ever appear on the SF 44. Doing either makes this a classified document, exactly what you're trying to prevent. The paying agent and a witness print their names and sign the SF 44.)
    - Legal review/recommendation/justification memorandum signed by rewards authorization officer (RAO) or major subordinate command commander.
  - Clearing financial management units:
    - Bring all documents listed above and a copy.
    - The paying agent will receive a copy of DD Form 1081.



# DOCUMENTS NEEDED TO CLEAR

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## ■ Clearing Funds Process for Micro Rewards:

- The micro rewards clearing funds process must occur in the following order:
  - Prior to clearing:
    - Separate classified materials from packet. The POC contacts the unit S-2 to screen.
  - Have the following:
    - DA Form 3953
    - Original SF 44 or DD Form 1351-6 for multiple payments (Note: The payee should never be asked to sign, nor should the payee's name ever appear on the SF 44 or DD Form 1351-6. Doing either makes this a classified document, which is what is trying to be prevented. The paying agent and a witness print their names and sign the SF 44 or DD Form 1351-6.)
    - Remaining funds.
  - Clearing financial management units:
    - Bring original and one copy of above listed documents.
    - The paying agent will receive a copy of DD Form 1081.







# DOCUMENTS NEEDED TO CLEAR

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## # Clearing Funds Process for Rewards-in-Kind:

- The process for clearing funds for rewards-in-kind is as follows:
  - Prior to clearing:
    - Separate classified materials from packet. The PA contacts the unit S-2 to screen.
  - Have the following:
    - DA Form 3953
    - Original SF 44
    - Original receipts
    - Memorandum stating whom the items were given to as a reward payment; memorandum signed by the PA and rewards point of contact (Note: The payee should never be asked to sign, nor should the payee's name ever appear on the SF 44. Doing either makes this a classified document, exactly what you're trying to prevent. The PA and a witness print their names and sign the SF 44.)
    - Remaining funds.
  - Clearing financial management units:
    - Bring original and one copy of above listed documents.
    - The paying agent will receive a copy of DD Form 1081.
  - Clearing Resource Management:
    - Bring a copy of the above listed documents



# DOCUMENTS NEEDED TO CLEAR

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## # Clearing Funds Process for Micro Grant Payments:

- The micro grant payment clearing funds process contains the following steps:
  - Prior to clearing:
    - Separate classified materials from packet. The PA contacts the unit S-2 to screen.
  - Have the following:
    - DA Form 3953
    - Original SF 44
    - If Option 1 is used, the grantee's signature is required on the SF 44.
    - If Option 2 is used, the vendor's signature is required on the SF 44. Requires original receipt from vendor; requires memorandum stating whom the items were given to as a micro grant; requires memorandum signed by the paying agent and project purchasing officer.
    - Micro grant memorandum authorizing grant signed by approving authority
    - Remaining funds.
  - Clearing financial management units:
    - Bring all documents listed above.
    - The paying agent will receive a copy of DD Form 1081.
- Clearing Resource Management:
  - Bring a copy of the above listed documents.





# AVAILABLE NETWORK PLATFORMS

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**SIPRNet** (Secure Internet Protocol Router Network)- **The SIPRNET is a system of interconnected computer networks used by the United States Department of Defense to transmit classified information (up to and including information classified SECRET by packet switching over the TCP/IP protocols in a 'completely secure' environment.**

- **Scan Classified documentation to this system only.**

**NIPRNet** (Non-Secure Internet Protocol Router Network)- **The Non-secure Internet Protocol Router Network (abbreviated as "NIPRNet," but commonly written "NIPRNET") is used to exchange sensitive but Unclassified information between "internal" users as well as providing users access to the Internet.**

- **Do not scan Classified documentation to this system.**





# CLASSIFIED DOCUMENT SPILLAGE

The Disbursing section must ensure that documentation received in their office does not qualify as “Classified” in accordance with the “DFAS Secret/Top Secret Documentation Classification Matrix” and Local FMC Policy.

Disbursing is the front line of defense to make sure sensitive information is not “Spilled” by becoming available to personnel lacking the proper clearance or that they are scanned into an Unclassified electronic platform (NIPR). Classified Spillages can be devastating to our mission in theater, may cause harm to Soldiers and local nationals and will cause you and your team their “Clearance” by means of UCMJ action and relief.

All packets should be reviewed by the units S-2, prior to being received in the disbursing office. Unnecessary documentation must be returned to the originating activity and the chain of command must be notified in order to be properly handled and forwarded through the appropriate channels. Do not take it in and process it unless it is completely necessary for payment.

If any documentation is encountered, review the FMC policy and notify your FMCo Internal Control section prior to processing and/or



# ARE THESE DOCUMENTS NECESSARY FOR PAYMENT?



99% of the time the documentation will not be stamped with **SECRET** or **TOP SECRET**





# SECRET CLASSIFICATION

INFORMATION ON VOUCHER REVEAILING:	CLASS.	REMARKS
Physical Security Vulnerabilities and vulnerability to terrorist attacks	<b>SECRET</b>	Building specs to include "vulnerability" wording
Future detailed travel itinerary of USCENTCOM Commander	<b>SECRET</b>	Dates of future TDY for General or equivalent SES
Future detailed travel itinerary of General/Flag Officers and civilian equivalent	<b>Classified</b>	Dates of future TDY
Limitations and vulnerabilities of U.S. Forces in the combat area	<b>SECRET</b>	Vehicles which need more armor, specific details about vulnerabilities
Participating units, including types, vulnerabilities, locations, quantities, readiness status, deployments, redeployments, and details of movement of U.S. friendly forces	<b>SECRET</b>	Same vulnerabilities: specifics relating number of weapons, food service identified location
Essential elements of friendly information (EEFI)	<b>SECRET</b>	Radio signals, where uniforms are produced from, type and amount, hours of work
Deployment/Redeployment of units	<b>Classified</b>	Manifest: Future
Force Protection/Threat analysis specifics	<b>SECRET</b>	Vulnerability assessments
Identification of forward Headquarters (Maps, Grid coordinates)	<b>SECRET</b>	If specific locations are mentioned, the use of maps and pinpointing
Information concerning CI/HUMINT and other sensitive intelligence sources and methods. This includes Small Reward Program and payments for information. Any name, sources, locations, or lists of recovered weapons or ammunition. Any name other than "Anonymous" or "Classified", no other pseudonyms permitted.	<b>SECRET</b>	Sources are identified, listing of names, informants, payments for information
Intelligence information obtained from CI/HUMINT without a name or a source	<b>Confidential</b>	No sources or names are identified, subject is addressed
Any discussion of specific threat levels or counter measures	<b>SECRET</b>	
Specific boundaries of bases or combat positions	<b>SECRET</b>	
Rules of Engagement for U.S. Forces	<b>SECRET</b>	
U.S. issued badges for base access	<b>SECRET</b>	Copies of originals
Specific informant names	<b>SECRET</b>	Informant notes
Naming a payee of rewards/ payee signature	<b>SECRET</b>	Any person who received a reward for information regarding intelligence involving persons, weapons, or sensitive information
Payments under the rewards program, solatium payments, weapons-for-cash payments, and condolence payments	<b>SECRET</b>	Rewards, no JAG, open allotment





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Verify availability  
of OMA funds in  
GFEBBS prior to  
clearing

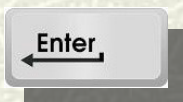


# FMZ3 - DISPLAY FUNDS COMMITMENT



SAP Easy Access - User menu for C

Menu | FMZ3 | Log off | System



## Funds commitment: Display InitScr

Menu | | Back | Exit

Enter the correct Commitment Document Number and press "Enter"

Document number 500000



## Funds commitment: Display Overview scrn

Menu | | Back | Exit | Cancel | System | Header data | Detail line item | Select all | Deselect all

Document number 500000349		posted		Funds Commitment 500000349	
Document type F9		General Data		Document Type 050	
Company Code ARMY		FUND CERTIFICATION The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have		Document Date 1/26/2013	
Doc.text BULK FUNDS				Posting Date 1/26/2013	
Currency USD		19. ACCOUNTING CLASSIFICATION AND AMOUNT		Currency USD/ 1.00000	
Grand total		021 20132013 202010D13 A76VV 131096QLOG		Created on 1/26/2013	
		500000349 6100.260B 021001		Last changed	
Line items		*Physical copy of DA 3953 *GFEBS Commitment *GFEBS Commitment printout* \$4,700.00			
D... Overall amount Text					
1 4,700.00 BULK		20. TYPED NAME AND TITLE OF CERTIFYING OFFICER Heather Brabant CPT, FC JTF-7, RM		21. Signature Heather Brabant	
				22. Date 22-Oct-12	



# FMZ3 - DISPLAY FUNDS COMMITMENT

### Funds commitment: Display Overview scrn

Menu

Back

Exit

Cancel

System

Header data

Detail line item

Select all

Deselect all

Document number

500000349

posted

2

Ensure the document is posted. If the document is "Parked", do not go any further and contact RM personnel to ensure they "Post" the document prior to funding the

Document type

F9

Miscellaneous obligation

Company Code

ARMY

UNITED STATES ARMY

Doc.text

BULK FUNDS

Currency

USD

Grand total

4,700.00

3

The "Grand total" is the amount of the

PR&C

Line items

D...	Overall amount	Text	Commitment Item	Funds Center	Fund	Function
1	4,700.00	BULK FUNDS	260B	A2ABM	202010D13	1310960

4

Scroll to the right to verify that the Vendor code (PA) matches the Paying Agent who is to be funded

Funded Program	G/L Account	Bu...	Cost Center	Order	WB...	Vendor	Cus
ARMY	6100.260B	ARMY	2ABM0008			PAJ7890US	





# FMZ3 - DISPLAY FUNDS COMMITMENT

Determining what is “Available” for funding in the Commitment

**Funds commitment: Display**

Menu | [Search] | [Buttons]

Click the “Detail Line Item” button. **5** → **Detail line item** | Select all | Deselect all

Document number: 500000349 | posted | Document Date: 02/04/2013  
Document type: F9 | Miscellaneous obligation | Posting Date: 02/04/2013  
Company Code: ARMY | UNITED STATES ARMY | Currency/rate: USD

Doc.text | Line Item: 500000349 | 1 | Position: / 1

Currency: | Grand total: |

Line items

D...	Overall amo
1	4,

Control data  
☐ Completion indicator

Quantity/price  
Quantity: 0.  
Price:

Values  
Currency: USD

Overall amount	4,700.00
Open amount	3,700.00

The “Open Amount” displays what is currently available under this Commitment/Obligation. A lesser amount than the “Overall Amount” indicates payments have already been posted against this document.

**If there is not enough left to clear the Paying Agent, STOP research and contact RM.** **6** ↓



# FMZ3 - DISPLAY FUNDS COMMITMENT

## Researching the documents processed against the Commitment

**Funds commitment**

Menu | |

Line Item 50

Text BULK FUNDS

If the "Open Amount" differs from the "Overall Amount" Click the "Consumption" button to view the document history. **Note:** If there is no history, the button will not display any data

7 Consumption

Doc. No.	Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Del. Date	Doc. Date
500000349	1	Receipt amt		4,700.00	USD	4,700.00	USD	0.00	0.00		
		Invoice/Credit Memo	1900000000 ARMY2013	1,000.00	USD	1,000.00	USD	0.00	0.00	02/04/2013	02/04/2013
		Total Invoices/credit memos		1,000.00	USD	1,000.00	USD	0.00	0.00		
		Consumpt.		1,000.00	USD	1,000.00	USD	0.00	0.00		
		Open amount									

8

Research the history by clicking on the individual documents that created the difference between the "Overall" and "Open Amounts"

### Display Document: Data Entry View

Menu | | Back Exit Cancel System Change Display/Change Mode

Data Entry View

Document Number	1900000000	Company Code	ARMY	Fiscal Year	2013
Document Date	02/04/2013	Posting Date	02/04/2013	Period	5
Reference	FMZ500000349	Cross-Comp.No.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

C...	Itm	PK	SG	Account	Description	Amount	Curr.	Tx
ARMY	1	31		PAJ7890US	JOHN A. DOE	1,000.00	USD	
	2	40		6100.260B	O/EGenSupNotCat	1,000.00	USD	



# FMZ3 - DISPLAY FUNDS COMMITMENT

## Printing the Funds Commitment Document

**Funds commitment: Display Overview scrn**

Menu Exit Cancel System Header data Detail line item

1 Click "Menu"

Document Edit Goto Extras Environment System Help

Using ... SAP GUI for HTML Options

Line items

D... Overall amount Text

1 4,700.00 BULK

2 Click "Print"

Print Ctrl+P

3 Click "Print Preview" for training purposes (user may select "Print" in GFEBS)

**Note:** The user may save or print the document at this point.

**Print**

OutputDevice: SAPGUI Printer for WIN GUI frontend pri

Frontend Printer

Page selection

Spool Request

Name: SMART LOCM 1187947444

Title

Authorization

Spool Control

☒ Print immediately

☐ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool retention pd

Storage Mode

Print preview

**Funds Commitment 500000349**

**General Data**

Document type	F9	Document type
Company code	ARMY	Document date
FM area	ARMY	Posting date
Controlling area	ARMY	Currency

**Statistics**

Entered by	1187947444	Created on
Last changed by		Last changed

**More Data**

Test BULK FUNDS

1 / 1





# CLEARING IN DDS

## Process An SF 1034 Disbursement (1 of 5)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

- Disbursements
- Collections
- Deposit

Manual  
Military Payments  
SF 1034 - Pub Voucher for Purch Svcs Oth Pers  
SF 1040 - Public Voucher for Refunds

Certify Reject Pay

\*Currency Code: US Exchange Rate: 1 Payment Type: CASH \*Voucher Series: MSC

STEP 1 STEP 2 STEP 3

Standard Form 1034 PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

U.S. Department, Bureau, or Establishment  
ARMY  
ALPHA DETACHMENT  
CAMP ALPHA

Date Voucher Prepared  
11/17/2009

Schedule Number  
Optiona

Contract Number and Date  
Optiona

Requisition Number and Date  
Optiona

DSSN  
8550

Date  
11/17/2009

\*PAYEE'S NAME AND ADDRESS

Person Institution  
Name  
MULTIPLE VENDORS  
Address  
US Foreign  
PAYING AGENT: 1LT JONES  
125TH INF BDE  
DESERT MOUNTAINS, FC

\*Date Invoice Received  
11/17/2009

Discount Terms

Payee's Account Number

Shipped From  
Optiona

To  
Optiona

Weight

GBL No

- Processing
- Disbursement
- SF 1034

- Manual Disbursements are primarily used by cashiers when processing CVS or travel payments.
- SF 1034 Disbursements are primarily used by DAs for Paying Agents.
- The SF 1034 will be used as a cover document for Paying Agents' SF 44s.

- Step 1 - Currency paid
- Step 2 - Payment Type: Cash/ Check/ EFT
- Step 3 - Voucher Series: CA1 - payments from CVS MSC - Paying Agents
- Step 4 - Contract # and date





# CLEARING IN DDS

## Process An SF 1034 Disbursement (3 of

Payee:  Voucher Type:  Curr Code:  Voucher Amount:   
US Equivalent:

*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	Cd	Mat Qty	Mat Disc
9	1643	0000	3,250.00	W9BGTA143R901	US	2			N

INSERTING ACCOUNTING LINE Total US Equivalent: 3,250.00

21 9 2010 0000 90 0000 SD2A1P00000 0000 US W9BGTA143R901 1643 000000 012120

**STEP 9**

**STEP 10**

\*Currency Code:  Exchange Rate:  Payment Type:  \*Voucher Series:





# CLEARING IN DDS

## Process An SF 1034 Disbursement (4 of 5)

<b>STEP 11</b> → <input type="button" value="Certify"/> <input type="button" value="Reject"/> <input type="button" value="Pay"/>			
*Currency Code: <input type="button" value="US"/>	Exchange Rate: <input type="text" value="1"/>	Payment Type: <input type="button" value="CASH"/>	*Voucher Series: <input type="button" value="MSC"/>
Standard Form 1034		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL	
U.S. Department, Bureau, or Establishment		Date Voucher Prepared	Schedule Number
ARMY		11/17/2009	
ALPHA DETACHMENT		Contract Number and Date	Requisition Number and Date
CAMP ALPHA			
*PAYEE'S NAME AND ADDRESS	<input type="radio"/> Person <input checked="" type="radio"/> Institution		
	Name		
	MULTIPLE VENDORS		
	Address		
	<input type="radio"/> US <input checked="" type="radio"/> Foreign		
	PAYING AGENT: 1LT JONES		
	125TH INF BDE		
	DESERT MOUNTAINS, FC		
	Payee's Account Number		

Forms

Choose a Certification Method:

**STEP 12**

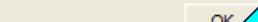
Confirm System Certify

System certify SF1034?

**STEP 13**



*Currency Code: <b>US</b> Exchange Rate: <b>1</b> Payment Type: <b>CASH</b> *Voucher Series: <b>MSC</b>																	
Standard Form 1034 PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL																	
U.S. Department, Bureau, or Establishment ARMY ALPHA DETACHMENT CAMP ALPHA	Date Voucher Prepared 11/17/2009 Contract Number and Date Requisition Number and Date																
Schedule Number Paid By DSSN 8550 Date 11/17/2009																	
*PAYEE'S NAME AND ADDRESS <input type="radio"/> Person <input type="radio"/> Institution Name MULTIPLE VENDORS Address <input type="radio"/> US <input type="radio"/> Foreign PAYING AGENT: 1LT JONES 128TH INF BDE DESERT MOUNTAINS, FC	Forms ! SF1034 Displayed Is the One to Be P OK																
Shipped From To	Forms i Information: Voucher Number 700002 assigned. OK																
<table border="1"> <thead> <tr> <th>Order Number</th> <th>Date of Order</th> <th>*Dt of Del or Svc</th> <th>*Articles or Services</th> <th>*Qty</th> <th>Unit Price *Cost</th> <th>*Per</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11/17/2009</td> <td>11/17/2009</td> <td>SEE SF 44'S ATTACHED (W9B</td> <td>1</td> <td>3,250.00</td> <td>EA</td> <td>3,250.00</td> </tr> </tbody> </table>	Order Number	Date of Order	*Dt of Del or Svc	*Articles or Services	*Qty	Unit Price *Cost	*Per	Amount	1	11/17/2009	11/17/2009	SEE SF 44'S ATTACHED (W9B	1	3,250.00	EA	3,250.00	
Order Number	Date of Order	*Dt of Del or Svc	*Articles or Services	*Qty	Unit Price *Cost	*Per	Amount										
1	11/17/2009	11/17/2009	SEE SF 44'S ATTACHED (W9B	1	3,250.00	EA	3,250.00										



Forms

Information: Voucher Number 700002 assigned.

OK

STEP 16

Order Number	Date of Order	*Dt of Del or Svc	*Articles or Services	*Qty	Unit Price *Cost *Per	Amount
1	11/17/2009	11/17/2009	SEE SF 44'S ATTACHED (W9B	1	3,250.00 EA	3,250.00



# CREATE PA's DD 1081 RETURN

1 of 2

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account

Issuing User Id: CA1 Receiving User Id/Site: DA110001

STEP 1

Issuing User Site: 10001 Name of Receiver: PABLO SANCHEZ

Name of Issuer: CASHIERONE CASHIERONE

STEP 2

☒ Return  
☐ Advance

☐ Partial  
☒ Full

STEP 3

Generate Vouchers

Confirm

Reject

## STATEMENT OF AGENT OFFICER'S ACCOUNT TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

STEP 4

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:	.00	100,000.00	.00	105,000.00
1	2 U.S. Dollars:	.00	.00	.00	.00
	3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
	4 Military Payment Certificates:	.00	.00	.00	.00
2	5 Collections:		.00	.00	.00
3	6 Deposits:	.00	.00	.00	.00
4	7a NI: Treasury Checks:	.00	.00	.00	.00
	7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 10/19/2009 A

Sequence Number: 1

DA will create the DD 1081 for the Paying Agent after verifying the amount of funds being returned.





# CREATE PA's DD 1081 RETURN

2 of 2

**STEP 6**

Issuing User Id: CA1    Receiving User Id/Site: DA110001

Issuing User Site: 10001    Name of Receiver: PABLO SANCHEZ

Name of Issuer: CASHIERONE CASHIERONE

☒ Return    ☐ Partial    ☐ Advance    ☒ Full

Generate Vouchers    Confirm    Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
6 8 Paid Vouchers:	.00	.00	100.00	.00
9 Incorrect Vouchers Ret:	.00	.00	.00	.00
10.1 Overdrafts:	.00	.00	.00	.00
7 10.2 Loss of Funds:	.00	.00	.00	.00
10.3 Transfers In and Out:	.00	.00	.00	.00
10.4 Stored Value Card Load:	.00	.00	.00	.00
11 Stored Value Card Sales:	.00	.00	.00	.00
12 Total Funds:	.00	105,000.00	.00	.00

Business Day: 10/19/2009 A    Sequence Number: 1

**STEP 5a**

DA will now log out of the Paying Agent profile in DDS and log back in under their profile to confirm the return.

SEQUENCE # 1    STATEMENT OF AGENT OFFICER'S ACCOUNT    10/27/2009 11:46:40

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER  
ANTHONY COLE  
CAMP LIBERTY  
IRAQ  
APO AE 09165  
DSSN 8550

AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS  
(Include ZIP Code/APO number and Telephone number)  
CASHIERONE CASHIERONE  
1111111199  
CAMP ALPHA

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		100,000.00		105,000.00
2. U.S. DOLLARS			49,900.00	
3. FOREIGN CURRENCY				



---

# Creating the “Blocked” Invoice (OMA PA) in GFEBBS



# INVOICE ROLE-BASED CAPABILITIES

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The following Disbursing personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- ~~Disbursing Agent (DA) and Disbursing Manager (DM)~~
- ~~Disbursing Analyst~~
- **Disbursing Technician and Clerk**





# MISCELLANEOUS PAYMENT INVOICE

The Disbursing Office is responsible for the processing of an Invoice Transaction in GFEBS in order to record the cash expenditure executed by a Paying Agent. Processing the Invoice transaction will ensure the intent of positively affecting the Commitment/Obligation is achieved.

Since the cash has already been disbursed by the Paying Agent, the Invoice must be “Blocked” for payment during input to ensure it is not included in any GFEBS Payment Runs.

**Example GFEBS Invoice Processing T-Codes:**

## ***DISBURSING TECHNICIAN***

**FB60** - (Enter Incoming Vendor

**FB08**- (Reverse Invoice Document)



# FB60 - ENTER VENDOR INVOICE



**SAP Easy Access - User menu for**

Menu | **FB60** | Log off | System

Enter

The "Reference" must be the letters "FMZ" plus the Commitment (GFEBS PR number) number.

\*Example: **FMZ500000349**

Enter the Invoice receipt and Invoice dates (today)

Enter the applicable "Paying Agent" code

System

Example: FMZ500000349

Enter Vendor Invoice: Company Code ARMY

Basic data | Payment | Details | Tax

Vendor: **PAJD7890US** SGL Ind ☐

Inv. recpt date: **02/04/2013**

Invoice date: **02/04/2013**

Posting Date: **02/04/2013**

Cross-CC no.:

Amount: **1700.00** USD

Tax amount:

Text: **125th FMD, FOB Fenty**

Company Code: ARMY UNITED STATES ARMY U.S.A.

Agency Loc Cd: 00008522 Department of the Navy (A

Bal.

U. S. GOVERNMENT  
PURCHASE ORDER-INVOICE-VOUCHER

U. S. GOVERNMENT  
PURCHASE ORDER-INVOICE-VOUCHER

Standard Form 1034  
Revised October 1997  
Department of the Treasury  
TFR-4-2000  
1034-112

**PUBLIC VOUCHER FOR PURCHASES AND SERVICES  
OTHER THAN PERSONAL**

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION: ARCENT  
APO AE 12345  
Contingency City, Downrange

DATE VOUCHER PREPARED: 31-Jan-13

CONTRACT NUMBER AND DATE:

REQUISITION NUMBER AND DATE: 500000349

**\*DDS SF1034**

Enter the total of all SF 44s or the SF 1034 total (change the currency code if invoice is in FC)

Enter the Finance Office Location or purchase description (field input is based on local directives and SOP)

TO: WEIGHT

DATE OF LIVERY	ARTICLES OR SERVICES (Give description, item number of Government of Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST
1/20/2013	CONFERENCE GUESTS SPEAKER FEE	1	500

must NOT use the space below)

CHANGE RATE: 1 = \$1.00

DIFFERENCES

Any other use field correct for (Signature or initials)



# FB60 - ENTER VENDOR INVOICE

**Enter Vendor Invoice: Company Code ARMY**

Menu | Post | Back | Exit | Cancel | System | Tree on

Transactn | Invoice | Bal.

Basic data | **Payment** | Tab

Vendor: PAJD7890US  
Inv. rcpt date: 02/04/2013  
Invoice date: 02/04/2013  
Posting Date: 01/03/2013  
Cross-CC no.:  
Amount: 1700.00  
Tax amount:  
Text: 125<sup>th</sup> FMD, FOB Fenty  
Company Code: ARMY UNITED STATES ARMY  
Agency Loc:  
Lot No: ☒ **7**

Click on the "Payment" Tab

Scroll down to view the remaining input fields

Ensure Payment Terms are "Z001" and the Payment Method is "C" (Check)

Place a check mark on the "Exclude from PPA" option

Pay Terms: **Z001**  
Days:  
Days net:  
To be calculd: Fixed  
Pmnt Block: Free for payment  
Pmnt/c amt:  
House Bank: /

BaselineDt (Check)  
Due on:  
Discount: USD  
Disc.base: USD  
Pmnt Method: **C** Pmnt Meth.Sup.: **00**  
PmntCurr:  
Inv.ref.:  
Part. Bank:  
Reason cde:





# FB60 - ENTER VENDOR INVOICE

Ensure the correct "Payment Method Supplement (PMS)" is utilized. This code is utilized for reporting purposes and to track Invoice Documents based on processing locations.



9

Payment Method Supplement (1)

Search Criteria

PmtMthSu	Description
00	Dept of Navy - Paid for ARMY
01	DFAS, Central Disbursing
02	Dept of Treasury for the Army
AF	Bagram, Afghanistan 8830
AG	Kandahar, Afghanistan 8831

18 Entries found

10

**CRUCIAL STEP**  
Change the Payment Block field to "B" (Blocked for payment)

- Payment Block dropdown menu:
- ARNG Unblock Req
  - Blocked for DiscTerm
  - Blocked for payment
  - Blocked-Awaiting 810
  - CISIL LIV Paymt Bck
  - CML:InvestorContract
  - DTS Block
  - EA Pending

0 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount in d
			Debit	
			Debit	
			Debit	
			Debit	
			Debit	



# FB60 - ENTER VENDOR INVOICE

Post 15 Click "Post" Cancel System Tree on Comp

0 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc...
	6100.260B		Debit	1700.00	
			Debit	0.00	
			Debit	0.00	
			Debit	0.00	
			Debit	0.00	

Scroll to the right to and locate the "Earmarked Funds" column

Enter the Commitment Item number utilized in the Commitment/Obligation (FMZ3) preceded by "6100." (G/L Code).

Enter Invoice Amount (Must match the total entered in the "Basic Data Tab")

GFEBs will issue the Invoice document number

Input the FMZ3 (Commitment/Obligation) document number and press "Enter". This will auto-populate the applicable accounting data

CERTIFICATION

ated on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have

19. ACCOUNTING CLASSIFICATION AND AMOUNT

021	20132013	202010D13	A76VV	1010060100
500000349	6100.260B	021001		

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER

Heather Brabant

CPT, FC JTF-7, RM

Signature

Heather Brabant

22-Oct-12

trial val...	Earmarked funds	E...	...	F
	500000349			



# FMZ3 - COMMITMENT STATUS AFTER INVOICE PROCESS

After selecting the correct GFEBS Commitment document, Click the “Consumption” button to view the effect of the processed Invoice

1

Consumption

Research the document details by clicking on the individual documents that created the difference between the Overall and Open Amounts

2

Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not r...	Not r...	Del. Date	Doc. Date
		4,700.00	USD	4,700.00	USD	0.00	0.00		
	1900000001 ARMY2013	1,700.00	USD	1,700.00	USD	0.00	0.00	02/04/2013	02/04/2013
	1900000001 ARMY2013	1,000.00	USD	1,000.00	USD	0.00	0.00	02/04/2013	02/04/2013
credit memos		2,700.00	USD	2,700.00	USD	0.00	0.00		

## Display Document: Data Entry View

Menu				Back	Exit	Cancel	System	Change Display/Change Mode
Document number	500000349	posted	Document Date	02/04/2013	Posting Date	02/04/2013	Currency/rate	USD
Document type	F9	Miscellaneous obligation	Company Code	ARMY	Fiscal Year	2013	Period	5
Transaction	1900000001	Company Code	ARMY	Fiscal Year	2013	Period	5	
Document Date	02/04/2013	Posting Date	02/04/2013	Period	5			
Reference	FMZ500000349	Cross-Comp.No.						
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group				

C...	Itm	PK	SG	Account	Description	Amount	Curr.	Tx
ARMY	1	31		PAJ7890US	JOHN A. DOE	1,700.00	USD	
	2	40		6100.260B	O/EGenSupNotCat	1,700.00	USD	





# Reversing a Posted Vendor Invoice



# FB08- REVERSE DOCUMENT (POSTED INVOICE)

**SAP Easy Access - User menu for**

Menu |  | Log off | System

Enter

Menu |  | Post | Back

## Document Details

Document Number **1900000011**

Company Code **ARMY**

Fiscal Year **2013**

Enter the Vendor Invoice document number needing the reversal

Enter the document Fiscal Year

Display before reversal

The user has the option to view the document prior to reversal

## Specifications for Reverse Posting

Reversal Reason **01**

Document Date **03/05/2013**

Posting Date **03/05/2013**

Posting Period

Enter the Reversal Reason. Always "01" for "Current Period".

Enter the Document and Posting dates (today)

## Display Document: Data Entry View

Menu |  | Back | Exit | Cancel | System | Change Display/Change Mode | Display Another

Data Entry View					
Document Number	1900000011	Company Code	ARMY	Fiscal Year	2013
Document Date	03/05/2013	Posting Date	03/05/2013	Period	6
Reference	FMZ5000000359	Cross-Comp.No.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

C...	It...	PK ...	Account	Description	Amount	Curr.	Tx
ARMY	1	31	PAJ7890US	JOHN A. DOE	100.00	USD	
	2	40	6100.260B	O/EGenSupNotCat	100.00	USD	



# FB08- REVERSE DOCUMENT (POSTED INVOICE)

Menu |  | **Post** | 5 | Click "Post" | System | Display before reversal

---

**Document Details**

Document Number: **1900000011**

Company Code: **ARMY**

Fiscal Year: **2013**

**Specifications for Reverse Posting**

Reversal Reason: **01**

Document Date: **03/05/2013**

Posting Date: **03/05/2013**

Posting Period:

**Check management specifications**

Void reason code:

Enter

6

⚠ Payment Doc PMS overridden with PMS from invoices that are being cleared

ℹ Document 1900000012 was posted in company code ARMY





# ITEM AFTER REVERSAL

After selecting the correct GFEBS Commitment document, Click the “Consumption” button to view the effect of the Document Reversal

1

Consumption

Research the document details by clicking on the individual documents that created the difference between the Overall and Open Amounts. **Negative values indicate processed**

2

## Display Document: Data Entry View

Menu Back Exit Cancel System Change Display/Change Mode

### Data Entry View

Document Number	1900000012	Company Code	ARMY	Fiscal Year	2013
Document Date	03/05/2013	Posting Date	03/05/2013	Period	6
Reference	FMZ5000000359	Cross-Comp.No.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

C...	It...	PK...	Account	Description	Amount	Curr.	Tx
		22	PAJ7890US	JOHN A. DOE	100.00	USD	
		2 50	6100.260B	O/EGenSupNotCat	100.00	USD	

Note the Posting key of “22” (Reverse Invoice)



# Document Attachments (Invoice)



# DOCUMENT ATTACHMENTS

---

Use this procedure to attach physical documents to the Invoice transaction. Attaching the DDS-Generated SF 1034, SF 44s, and receipts to the “GFEBS Document”.

Attaching the original documents creates an outstanding audit trail for future reference and for the researching of Paying Agent transactions against a particular Commitment/Obligation.

***NOTE:*** In “GFEBS Production” this process must be accomplished within 15 minutes of posting the FB60/FB08. Failure to do so may result in unnecessary delays and work.





# DOCUMENT ATTACHMENT ROLE- BASED CAPABILITIES

---

The following Disbursing personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- ~~Disbursing Agent (DA) and Disbursing Manager (DM)~~
- ~~Disbursing Analyst~~
- **Disbursing Technician and Clerk**



# FB02- CHANGE DOCUMENT (FILE ATTACHMENT)



**SAP Easy Access - User menu for**

Menu | **FB02** | Log off | System

**Change Document: Initial Screen**

Menu | | Back | Exit | Cancel | System

Keys for Entry View

Document Number **1900000001**

Company Code **ARMY**

Fiscal Year **2013**

**Change Document: Data Entry View**

Menu | | Save | Back | Exit | Cancel | System | Display Another Document | Sel

Data Entry View

Document Number 1900000001

Document Date 02

Reference FM

Currency USD

Texts exist ☐

**1** Enter the desired Document Number (GFEBs Invoice document number)

**2** Enter the corresponding Fiscal Year

**3** Press "Enter"

**4** Click the "Services for Object" button

**5** Hover over the "Create..." option then click on the "Create Attachment" option

Create Attachment

Create note

Create external document (URL)

Store business document

Enter bar code

Create...

Attachment

Private note

Send

Relationships

Workflow

My Objects

Help for object services

			Description	Amount	Curr.	Tx
ARMY	1 31	PAJ7890US	JOHN A. DOE	1,700.00-	USD	
	2 40	6100.260B	O/EGenSupNotCat	1,700.00	USD	

106



# FB02- CHANGE DOCUMENT (FILE ATTACHMENT)

**Change Document: Data Entry View**

**6** Select the location of the file to be attached

**7** Double Click the Appropriate document or click "Open"

System notification of successful document attachment

The attachment was successfully created

**Import file**

Look In: carlos\_arguello

Desktop

My Documents

My Computer

Local Disk (C:)

Documents and Settings

carlos\_arguello

DVD-RAM Drive (D:)

Cin\_apps on 'Dfasds\Dfsroot' (J:)

File Name:

Files of Type: All Files (\*.\*)

Open

**Import file**

Look In: Desktop

USAFINCOM OST

Data Stage PO Field Template.xls

FY13 - Training Schedule\_v2.xlsx

Hicks.bmp

Invoice 123 Fisher Manufacturing.pdf

Printkey2000.exe

regrets.JPG

SF1034[2].pdf

Windows Media Player.lnk

Open

Cancel





# FB03- VIEWING A FILE ATTACHMENT

## SAP Easy Access - User menu for C

Menu | FB03 | Log off | System

Enter

3

Press "Enter"

## Change Document: Initial Screen

Menu | | Back | Exit | Cancel | System | Document List | First Item | Editing Options

### Keys for Entry View

Document Number 1900000001

Company Code ARMY

Fiscal Year 2013

1

Enter the desired Document Number (GFEBS Invoice document number)

2

Enter the Fiscal Year applicable to the Document Number

## Display Invoice 5105602461 2013

Menu | | Back | Exit | Cancel | System | Show PO structure | Follow-On Documents ...

Transaction Invoice 5105602461 2013



Basic data | Payment | Details | Tax | Withholding tax

Inv. recpt date 01/04/2013

Invoice date 01/04/2013

Posting Date 01/04/2013

Reference 123

Vendor 02AC8

FISHER MANUFACTURING CO.

1900 S O ST

TULARE CA 93274-6850



# FB03- VIEWING A FILE ATTACHMENT

Click the "Services for Object" button

1

Click the "Attachment List" button

2

Double Click the desired file or Click the "Display" button (glasses) to view the document

3

**Display Invoice 5105602461 2013**

Menu

Transaction Invoice

Service: Attach

New

AttachmentForARMY5105602461 2013

Title	Creator Name	Created On
SF 1034 attachment	Carlos Arguello	01/08/2013

U.S. GOVERNMENT

U.S. GOVERNMENT

PUBLIC VOUCHER FOR PURCHASES AND SERVICES  
OTHER THAN PERSONAL

Standard Form 1034  
Revised October 1987  
Department of the Treasury  
TFSM 4-2000  
1034-122

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

ARCENT  
APO AE 12345  
Contingency City, Downrange

DATE VOUCHER PREPARED  
31-Jan-13

CONTRACT NUMBER AND DATE

REQUISITION NUMBER AND DATE  
500000349

PAYEE'S NAME

Paymt terms 30 Days net

Baseline Date 01/04/201

Company Code ARMY UNIT

PO Reference Additional

5596855200

5596



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*Questions??*